Arizona Procurement Portal Project

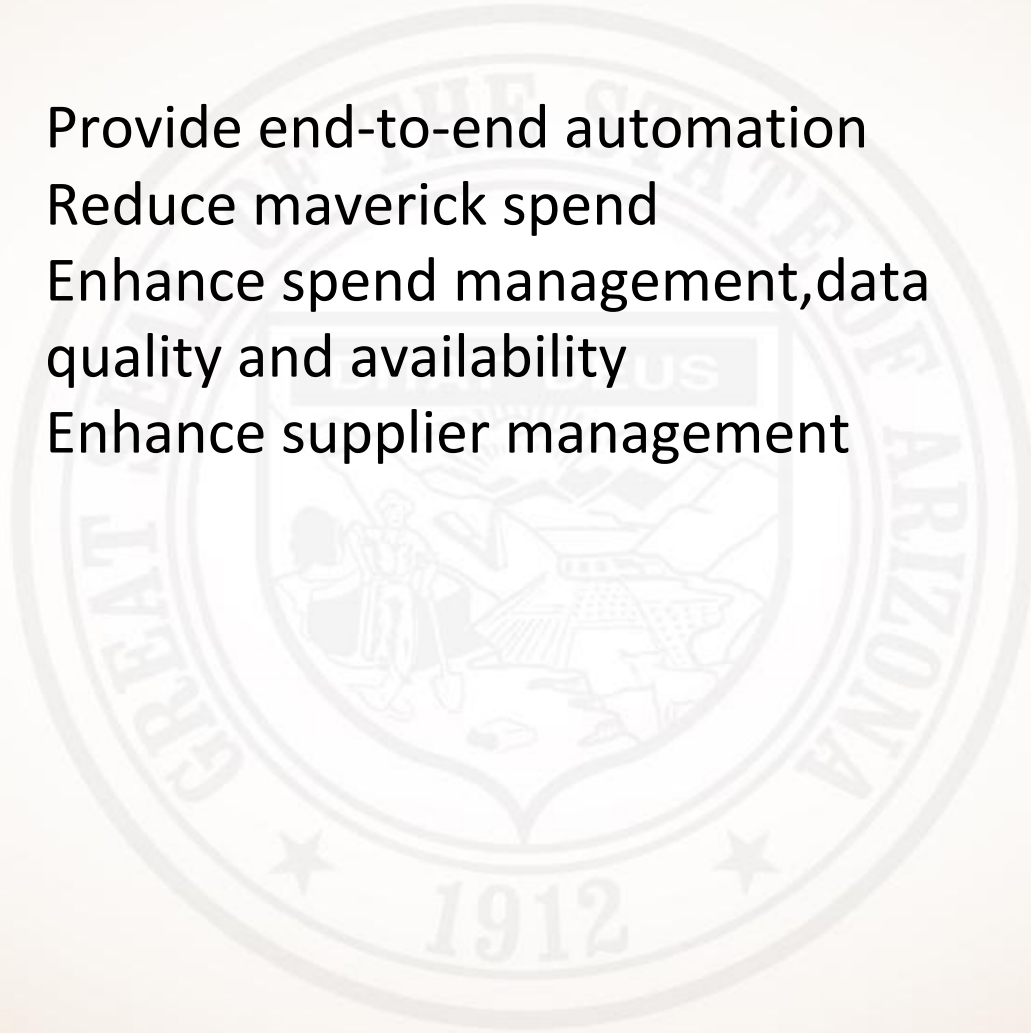**ARIZONA**
PROCUREMENT PORTAL

Request for Administrative Change

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Arizona Procurement Portal Vision

- Provide end-to-end automation
- Reduce maverick spend
- Enhance spend management,data quality and availability
- Enhance supplier management

By the Numbers

Aligning to the State of Arizona Vision

Vision Statement: The goal of the Source to Pay (S2P) solution is to provide end-to-end *automation*; reduce maverick *spend*; and enhance spend management, data *quality* and *availability*, and Vendor management across the Source to Pay (S2P) process spanning Procurement and GAO.

	Process	Availability	Spend	Automation
	Simplify processes by enabling collaboration between procurement stakeholders through a self-service platform	Enhance transparency through seamless access, improved analytics, strong internal controls and reporting	Achieve cost-savings through greater process efficiency and effective performance management	Leverage leading practice to inform system design and align technology to users' best interests
Procure to Pay	— Standardize agency processes — Reduce complexity through business rule driven approval workflow	— Embed alerts and controls during P2P processes — Visibility into demand for planned procurement	— Savings realization through greater spend visibility — Increase catalog spend	— Leverage electronic workflows and notifications — Simplify and streamline the encumbrance process
Source to Contract	— Manage operational performance — Track and manage spend on contract	— Improve visibility and status tracking of sourcing events — Audit trail for Source to Contract processes	— Wider adoption of State-wide contracts — Increase efficiency via reduced manual processes	— Create business rules to increase compliance to Code — Maintain templates to standardize processes
Vendor Management	— Automate classification and normalization of data — Eliminate duplicate data entry	— 360 view of supplier records across all agencies — Supplier visibility into all transactional activities with the State	— Improve process efficiency through structured data — Visibility into total vendor spend across the State	— Improve supplier experience through intuitive self-service portal — Drive ownership of vendor record

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Previous State (Available Functionality)

Spend Analysis	Savings Tracking	Supplier Management	Sourcing Management	Contract Management	Content Management	Spot Buying	Procurement	Services Procurement	Invoice Management
Data Extraction	Spend Forecasting	Research	Project Management	Authoring	Category Management	Quote	Purchase Requisition	Purchase Requisition	Invoicing
Data Enrichment	Savings Management	Qualification & Classification	eRFx & Auctions	Approval	Content Management	Order	Approval	Approval	Approval
	Controlling	Performance Evaluation	Bids	Repository	Catalog Management		Purchase Order	Purchase Order	Integration
		Risk Management	Awards	Contract Template Library			Goods Receipt	Services Receipt	Dynamic Discounting
		Integration					Integration	Integration	
		Data Management							

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# Current State (Available Functionality)

Spend Analysis	Savings Tracking	Supplier Management	Sourcing Management	Contract Management	Content Management	Spot Buying	Procurement	Services Procurement	Invoice Management	Travel & Expense Management
Data Extraction	Spend Forecasting	Research	Project Management	Authoring	Category Management	Quote	Purchase Requisition	Purchase Requisition	Invoicing	Expense Entry
Data Enrichment	Savings Management	Qualification & Classification	eRFx & Auctions	Approval	Content Management	Order	Approval	Approval	Approval	Approval
	Controlling	Performance Evaluation	Bids	Repository	Catalog Management		Purchase Order	Purchase Order	Integration	Integration
		Risk Management	Awards	Contract Template Library			Goods Receipt	Services Receipt	Dynamic Discounting	
		Integration					Integration	Integration		
		Data Management								

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Key Project Activities and Dates

| Activity	Dates
Project Award	March 2017
Project Put on Hold by the State due to Previous Incumbent Litigation	June 2017
Project Replanned and Restarted	November 2017
APP Go-live	October 2018
APP Release 2	February 2019
APP Release 3+	September 2019 - June 2020
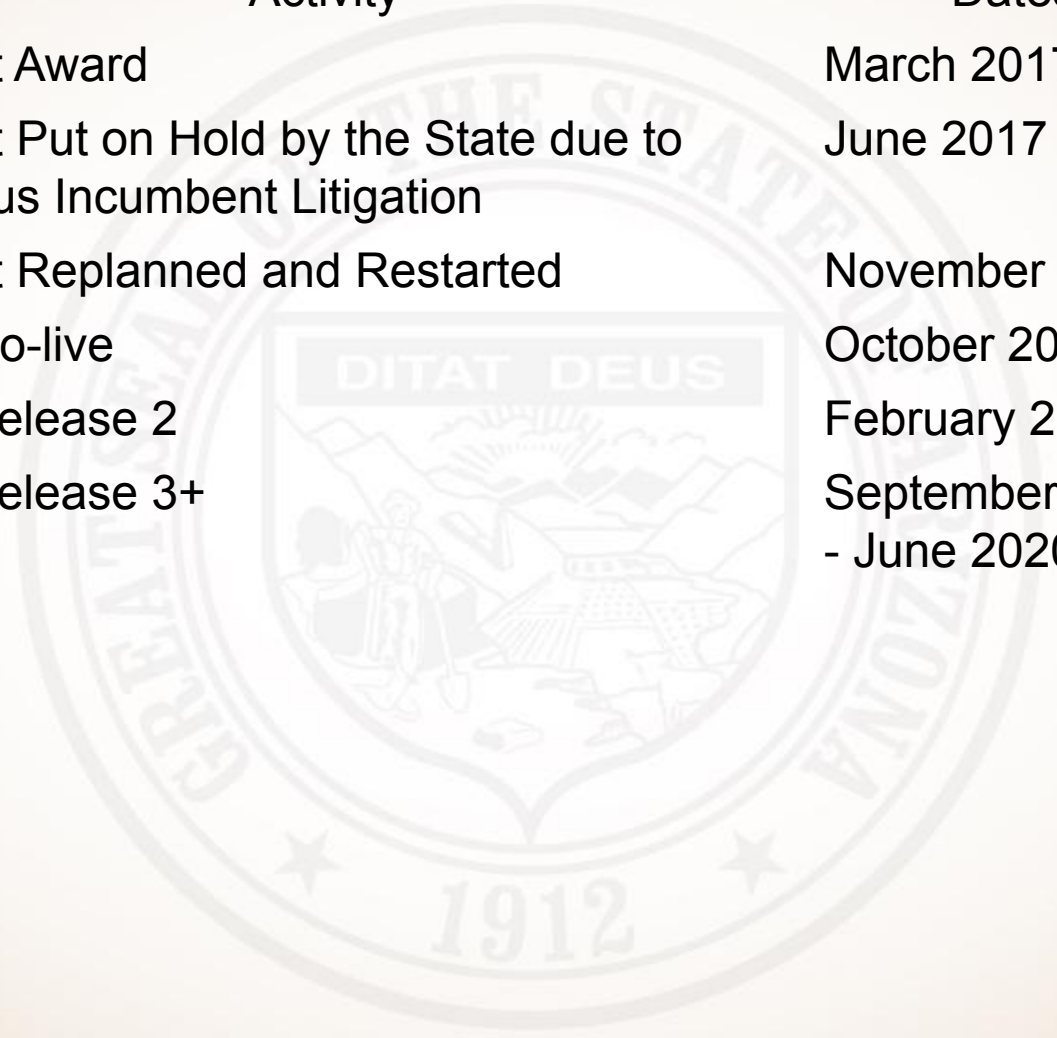
Project Info

- Project had 5 different executive sponsors
- Project had only 3 dedicated ADOA resources
- $15 million budget requested, $9 million appropriated in FY2018
- Additional $3 million requested and appropriated in FY2019
- System functionality not deemed critical for go-live was deferred because of schedule and budget constraints
- APP went live on time. We will implement key deferred functionality within the current fiscal year. This requires an administrative change to the PIJ end date

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Deferred Functionality

Source to Pay	Deferred Functionality
Supplier Management	Add phone number to supplier's main corporate record
Sourcing Management	Modify BAFO process
Sourcing Management	Modify discussion forum
Sourcing Management	Modify what information is available on the Public Portal after award
Sourcing Management	Modify sourcing project team member priviledges
Sourcing Management	Modify sourcing project amendment actions
Sourcing Management	Add workflow to solicitation award
Sourcing Management	Add ability to make attachments to questions in questionnaire confidential
Contract Management	Modify contract amendment process to improve the PO change order process

Deferred Functionality

Source to Pay	Deferred Functionality
Procurement	Modify budget display on requisitions
Procurement	Update how budget information is entered on requisitions
Procurement	Modify and add reports for tracking purchasing document cycle time
Procurement	Add address line to internal address fields
Procurement	Modify who can view canceled requisitions
Procurement	Add contract number field to purchasing document headers
Procurement	Modify AP viewing priviledges on POs
Invoice Management	Add service from & to dates
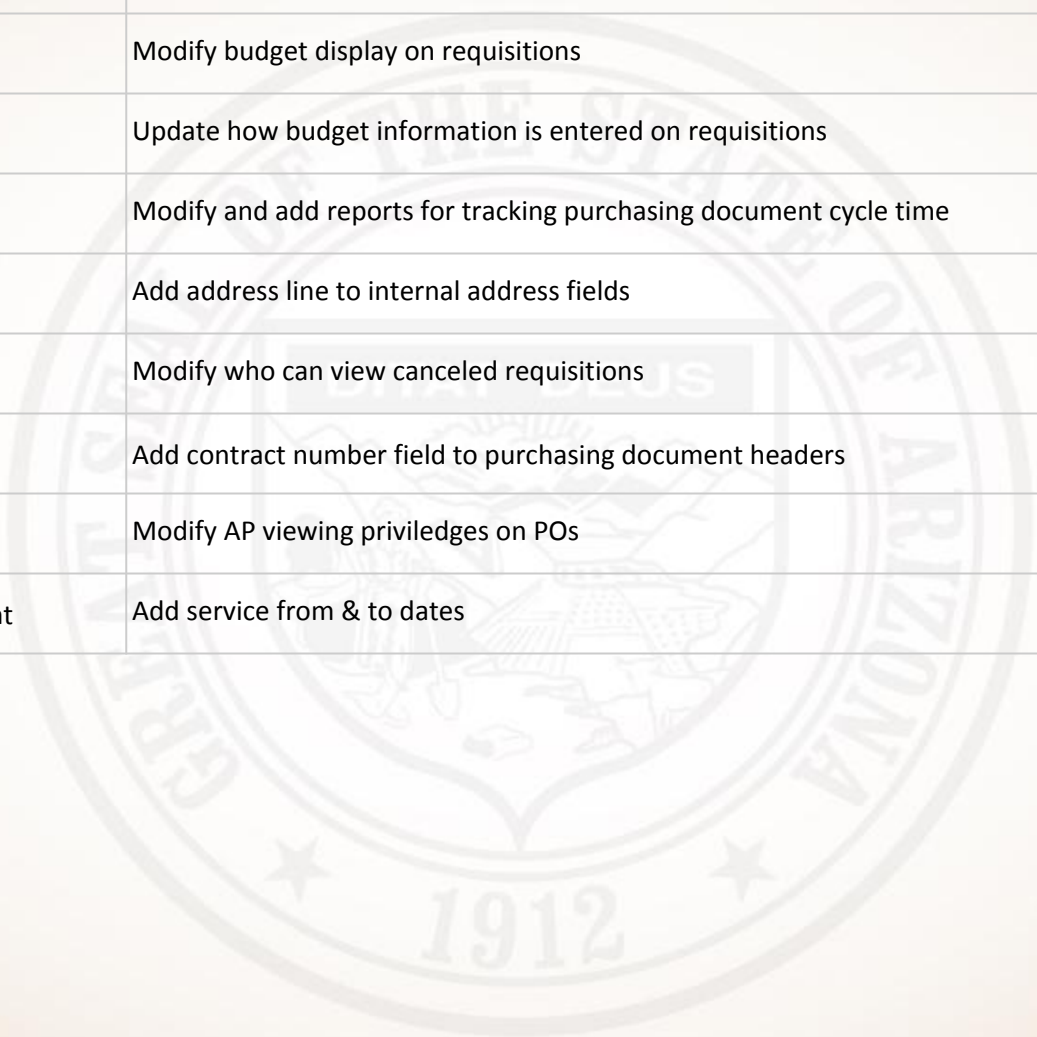
Questions?

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