

IT Infrastructure Partnership Agency Procurement Workgroup

Debbie Madison



PWG Members

Mary Clarke, Virginia Department of Transportation

Gay Cohn, Virginia Department of Health

Beth Easter, Department of Military Affairs

Jim Gargasz, Department of Military Affairs

Craig Goeller, Department of Medical Assistance Services

Vicki Krisnitski, Department of Game & Inland Fisheries

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Pat Paquette, Department of Health Professions

Steve Rusch, Department of Conservation & Recreation

Bob Sievert, Department of General Services

P2P Bottle Necks



Working Group Members

Debbie Madison (Lead)

Mary Clarke

Craig Goeller

J B Edmonds

Tammy Helms

Ken Golaszewski (APM)

George Vrtiak

P2P Bottlenecks

- Regionalization of Procurement
 - Under way but progressing slowly
 - Expected completion date – late April
 - All CO procurement personnel will be rolled up into centralized procurement
 - Responsibilities will include central requisitioning, status updates, etc
 - The expansion of the procurement activity spreadsheet posted on SharePoint should improve visibility into the procurement process.

P2P Bottlenecks (Continued)

- How are Services Receipted?
 - Excluding maintenance, Services are coded as an “S” type PO
 - “S” type POs for NG are not received
 - When invoice is submitted for payment the Project Control Analyst confirms with requestor that services have been rendered
 - Maintenance Services are coded “X” type POs and are received at the time the PO is submitted

P2P Bottlenecks (Continued)

- Can notification be sent to the requestor when an order has been placed by NG?
 - Notification will be sent to the requestor once we begin posting the procurement spreadsheet on SharePoint
- Can orders place by SCM be tracked ?
 - SCM is implementing a process to notify the AITR or AITR designee when an order has been place in addition to the requestor

P2P Bottlenecks (Continued)

- Limit changes to the Scope determinations and do not make them retroactive
 - A revised Commodity IT Scope list has been developed and posted on the SCM web site
 - A change control policy has been developed and implemented
- Institute eVA notification list
 - Updated AITR list to be provided to J B Edmonds by Marella Briggs
- Define what are considered to be “Consumables”
 - Office supplies - Paper, pens, pencils, staples, etc
 - Printer cartridges, fusers (not drums), ink
 - Agencies identify questionable items
 - Many defined on commodities list

Expiring Contracts Process



Working Group Members

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Expiring Contracts

- Consolidated Contracts List
 - Currently working on resolution of contract conflicts
 - “EP” numbers have been added where available
 - Will be piloted with PWG as soon as available
 - After review will be mailed to all Agencies
 - Contract web site – Presently this site is not accessible working on re-instating access

Communicating Procurement Updates



Communicating Updates

Target Audience	Info Needs	Communication Channels
Partnership employees	Procurement process changes Clear understanding of roles and responsibilities	ITP News "Procurement Update"
AITRs	Procurement process changes Clear understanding of roles and responsibilities	AITR meeting Network News PAC meeting "Procurement Update"
Agency procurement personnel	Procurement process changes Clear understanding of roles and responsibilities Instructions about process changes	"Procurement Update"
Internal - Partnership team, NG/VITA staff	Procurement process changes	The Wrap "Procurement Update"