



Connecting Buyers and Suppliers

July 2, 2020 Newsletter

This newsletter is intended to be the primary resource for updates regarding Ohio|Buys. We encourage you to read and share it with other active Ohio|Buys users in your agency.

From the Ohio|Buys team, we hope that you have a healthy, fun, and safe July 4th!

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Ohio|Buys is Open for FY21 Processing

Ohio|Buys reopened on July 1st and users can now resume processing requisitions and completing the requisition approval process.

What We Are Working On

The Ohio|Buys team wanted to keep everyone informed on what we are working on as FY 2021 begins and share what is coming up.

SUPPLIER ENABLEMENT

The team has continued its outreach to engage suppliers and have them register with Ohio|Buys. Throughout the past month, three waves of targeted emails have been sent introducing suppliers to the solution and encouraging them to sign up for an OH|ID, participate in a webinar and register their organization with Ohio|Buys.

Additionally, some suppliers will be contacted via phone and postcards (if emails are not available) to generate awareness about Ohio|Buys and encourage them to register.

ENHANCEMENTS

The release of our 5th enhancement went live on July 1st. Please refer to the *Ohio|Buys R2 Enhancement Sprint # 5 is LIVE* email for an explanation of the new features in Ohio|Buys.

In addition, we are starting a [video library of significant enhancements](#) that have been made to Ohio|Buys. We are building videos now and this library will expand shortly. In addition, all job aids are updated to reflect all current enhancements.

STAFFING UPDATE

As you are probably aware, we have updated the assignments for the OCM team and their associated agencies. Please reach out to your OCM representative if you have any questions.

Leontine Synor	Julia Beegle	Karrie Converse-Jones
DOT	DPS	DAS OPS
DYS	DAS ASD	OPI
LOT	DMH	State Printing
COM	OOD	
OBM	DOH	
DRC	OFCC	
BWC	INS	
	Auditor	

Coming Attractions

RELEASE 3 UPDATES

Suppliers will be able to request an Ohio|Buys Direct Purchase Contract when Release 3 goes live. In these instances, a Supplier will upload a price list for items to be included in their catalog and submit it to the State. The State will then create a contract in Ohio|Buys to obtain the supplier's agreement with standard terms and conditions. Upon the supplier's signature, the price list will be added to the catalog and made available to users shopping in the system.

The DAS Office of Procurement Services will receive these requests, create the contract, go through the approval workflow to obtain a signed Contract, and then continue to approve the Supplier's price list to be added to that Contract.

An Ohio|Buys Direct Purchase Contract is a type of contract Suppliers can directly enter into with State of Ohio's Agencies, Boards, and Commissions in order to sell goods and services in Ohio|Buys. Typically, a direct purchase contract will include an open market pricelist and may not be the result of a solicitation process. Purchases made by State Agencies, Boards, and Commissions against these contracts are tracked against direct purchase and Controlling Board thresholds. See Ohio Administrative Policy PM-01 Purchasing Procedures for additional details regarding Controlling Board and Direct Purchase Thresholds and quoting guidance.

Solicitation and Contract Management

Role Mapping and Stakeholder ID Activity

OCM Practitioners will be engaging Agency Leads on identifying performers in the Solicitation and Contract Management Lifecycle. OCM will prompt agencies to think about how they collaborate when developing or managing solicitations and contracts today to prepare for these discussions.

Remind Your Suppliers: July Supplier Training

Supplier/bidder training webinars will be held on the dates listed below. Each 1-hour webinar will provide a review of the topics above, as well as time for questions. The Ohio|Buys Team is seeking Agency Representative participation in these meetings to interact directly with suppliers. Representatives can reiterate the importance of getting registered and setup in the system to participate in/respond to quick quote solicitations. If you'd like to participate, please [contact us](#).

Webinar Schedule and Registration Information

Click the link to register for the webinar based on the date and time you would like to attend. You can register in advance or right up until the webinar begins.

Date	Start Time	Webinar Registration Link
Friday, July 10	2:00 PM	Register for Ohio Buys Webinar #45
Friday, July 17	2:00 PM	Register for Ohio Buys Webinar #46
Friday, July 24	2:00 PM	Register for Ohio Buys Webinar #47
Friday, July 31	2:00 PM	Register for Ohio Buys Webinar #48

Note: Before joining, be sure to [check system requirements](#) to avoid any connection issues.

Key Term

Justification Attachment - Attachments on a PR meant to justify to approvers why the contents of a PR have been selected and what they are needed for (e.g., permission from a Supervisor, images). These are required when creating an emergency requisition, flagging a requisition as a single-source or sole-source procurement, or listing a Supplier Quote ID for a quote obtained from outside of Ohio|Buys and may also be required depending on your agency's internal business processes. These attachments are not visible to Suppliers.

In Case You Missed It

Please remember that we are frequently updating Agency and Supplier [Job Aids](#). Please take some time to review this material so you and your teams can utilize the most current information to make Ohio|Buys work for you.

We will continue to keep you informed as Job Aids are added and updated. Please bookmark or favorite the [Ohio|Buys training page](#) for easy access to new updates.

Helpful Links

Below you will find links to valuable information and training for Ohio|Buys:

[FAQs](#)

[Ohio|Buys Fact Sheet](#)

[Key Terms](#)

[Job Aids](#)

[Ohio|Buys Live Catalogs](#)

Support

In order to ensure that we can make this process as easy and efficient as possible, please send non-system/support questions to:

ohiobuys@das.ohio.gov

To provide feedback that would benefit the program or to share success stories please visit the [Ohio|Buys Feedback survey](#).



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Administrative Services

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