

Ohio

Buys

Connecting Buyers and Suppliers

October 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.

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Reminder

There are TWO Supplier Webinars in October. The Ohio|Buys Team is still seeking Agency Representative participation in these meetings to interact directly with suppliers. Please look at the Supplier Update section for dates and more information.

Agency Update

Release 2 Refresher Courses

The Ohio|Buys project is excited to announce a series of refresher courses covering Release 2 functionality. The courses will be provided through Webinars in addition to Office Hours, to help users as they return to the solution.

In addition the web-based training courses in OhioLearn and the job aids on the Ohio|Buys website have been updated with the most current information.

Users can sign up through OhioLearn for either of these two refresher options:

- **Webinars** are offered by topic and can vary in duration. . They will mainly focus on process walkthroughs in Ohio|Buys, as well as discussion of best practices.
- **Office Hours** are designed to answer specific questions on a particular activity for a small group of users. Topics may change over time based on key issues, as reflected by helpdesk tickets. Users can sign up for specific time slots.

If you sign up for a refresher course, please complete the following before the course:

- Review the web-based training on the topic
- Download the latest Job Aids for the topic

The schedule of available Webinars and Office Hours is below. Both of these options will be available in OhioLearn for registration starting October 12, 2020.

Date	Type of Refresher	Topic
Friday, Nov 6	Webinar	Basic Navigation
Friday, Nov 6	Webinar	Creating & Reviewing PRs
Friday, Nov 6	Office Hours	Searching Catalogs
Friday, Nov 6	Office Hours	Submitting PRs
Monday, Nov 9	Webinar	Quick Quoting
Monday, Nov 9	Office Hours	Quick Quoting
Friday, Nov 13	Webinar	PO Changes
Friday, Nov 13	Webinar	Integration Errors
Friday, Nov 13	Office Hours	PO Changes
Friday, Nov 13	Office Hours	Integration Errors
Monday, Nov 16	Webinar	Searching Catalogs
Monday, Nov 16	Webinar	Quick Quoting
Monday, Nov 16	Office Hours	Quick Quoting
Friday, Nov 20	Webinar	Basic Navigation
Friday, Nov 20	Webinar	Creating & Reviewing PRs
Friday, Nov 20	Office Hours	Integration Errors
Friday, Nov 20	Office Hours	PO Changes
Monday, Nov 23	Webinar	Basic Navigation
Monday, Nov 23	Webinar	Creating & Reviewing PRs
Monday, Nov 23	Office Hours	PO Changes
Monday, Nov 23	Office Hours	Integration Errors

STS Purchases in Ohio|Buys

DAS is required to provide a report of each agency's use of the State Term Schedule (STS) contracts to Controlling Board members on a quarterly basis. For those STS purchases being made in Ohio|Buys, please keep in mind the following:

1. A quick quote must be completed in Ohio|Buys whenever a line item in a purchase requisition references a STS.

This is necessary because DAS uses a query in Ohio|Buys to retrieve data on STS purchases that must be reported to the Controlling Board (e.g., the PO number, how many responses were received, the award justification, etc.), and some of that data can only be captured via a quick quote; if there is no quick quote, the data required for this report will not be captured and it will appear as if the agency hasn't complied with the STS quoting requirements.

2. Agencies should pay close attention to the quality and accuracy of the information entered in the "Award Justification" and "Award Explanation" data fields of the Ohio|Buys Quick Quote. It is also important to remember this information will be

publicly available; therefore, agencies should avoid including sensitive or subjective information.

3. Agencies that made STS purchases through Ohio|Buys do not need to enter information into the STS Contract Purchase Forms in OAKS (which feed into the VA-0011 STS Contract Purchase Form Report OAKS BI report). The required details are being captured in Ohio|Buys, and DAS is combining Ohio|Buys data with the data from the VA-0011 STS Contract Purchase Form Report OAKS BI report to provide a complete report to the Controlling Boardso, in these cases, no further actions are necessary.

Additional information about purchasing off STS contracts in Ohio|Buys can be found [here](#).

Supplier Updates

Remaining October Supplier Training

There are **TWO** supplier/bidder training webinars scheduled for September and October. Each one-hour webinar will provide a review of the topics above, as well as time for questions. The project team continues to seek representatives from Early Adopter Agencies to participate in these webinars. By participating, representatives can reiterate the importance of getting registered and set up in the Ohio|Buys to respond to quick quote solicitations. If you'd like to participate, please follow the instructions below.

Webinar Schedule and Access Information

To join a webinar, choose the date and time you would like to attend and follow these steps:

About 5 minutes before the start time, join the conference call by dialing: **1-866-692-3580** and enter Passcode: **132 476 4261 #**

1. Then click the link below associated with the webinar you would like to attend.
 2. After clicking the appropriate link for the date and time, download and install Cisco Webex Meetings or click the *Join from your browser* hyperlink at the bottom of the page.
 3. Enter your name and email address, and you will be able to join the meeting.
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Date	Start Time	Webinar Link
Friday, October 9	2:00 PM	Join Ohio Buys Webinar #55
Friday, October 23	2:00 PM	Join Ohio Buys Webinar #56

NOTE: Before attending, please verify your device can join the webinar by clicking on this link: <https://www.webex.com/test-meeting.html>

Webinar Video Online

If any of your suppliers cannot attend a webinar, a recording of the webinar content is available on the [Ohio|Buys](#) Training tab in the Supplier section.

Key Term(s)

Tiered Pricing

Allows for items to either have a fixed price or incremental price. With a fixed price, items are priced the same, regardless of quantity. With an incremental price, the first ten items will have a certain price, the next ten items will have a certain price, and so on. Note: Ten items are used as an example; not all tiered pricing is based on increments of ten.

For More Information

Please remember that we are frequently updating Agency and Supplier [Learner Guides and 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.

In addition, please refer to:

[New Hints and FAQs](#)

[Ohio|Buys Fact Sheet](#)

[Key Terms](#)

[Ohio|Buys Live Catalogs](#)

Support

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 share success stories, please visit the [OhioBuys Feedback survey](#).

Thank you for your partnership and willingness to help build a solution that will benefit your agencies and Ohio as a whole.



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