October 29, 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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Supplier Updates

**RELEASE 3 IS HERE**

As we near our Release 3 Go Live on Monday, November 2nd, please be aware that Ohio|Buys will be unavailable as the project team conducts cutover activities.

What does this mean for you?

Ohio|Buys will be unavailable beginning at 5:00 PM on Friday, October 30th, 2020, through the weekend. Please plan to make any necessary purchases in Ohio|Buys before Friday, October 30th at 5:00 PM as purchases or purchase orders cannot be made in Ohio|Buys while the cutover is in progress.

Contracts and catalogs cannot be updated or amended starting at 5:00 PM on Thursday, October 29th.

Note: This outage does not impact OAKS – OAKS will still be available for making purchases, if necessary.
Users can return to OhioBuys starting Monday, November 2nd.
For support, please contact the OBM Shared Services Center at 614-338-4781 or 1-877-644-6771 OR ohiosharedservices@Ohio.gov. Remember to put “OhioBuys” in the subject line!

**New Functionality:** As a reminder, this release focuses on solicitation and contract management and will allow users to:

- Create, view, and manage solicitations online
- Respond to inquiries and questions regarding a solicitation
- Review, negotiate, and sign contracts
- Request contract documentation and amendment information

**UPDATES TO QUICK QUOTING**

Current users will see some changes to the Quick Quoting functionality. Please see the attached document for screen examples of these changes. For future reference this information can be found in the 06.LG.2 Managing Quick Quotes Learner Guide v2.0.

- **New Way to Create a Quick Quote:** Prior to Release 3, quick quotes could only be created from a purchase requisition. Going forward, a stand-alone quick quote can be created via the Sourcing Projects page.

- **Quick Quote Tab Changes:** The Prepare RFx tab has been renamed to the Prepare Solicitation tab and the View RFx Activity tab has been renamed to the View Solicitation Activity tab.

- **Additional Fields on the Prepare Solicitation Tab:** Users will need to indicate if their quick quote RFx is part of an amendment.

- **Unable to Submit Responses on the Behalf of a Supplier:** Users are no longer able to submit responses on the behalf of a Supplier for a quick quote.

- **Sealed Bids:** All bids (i.e., responses) are sealed until after the bid due date has passed.

- **Award Button Label Change:** The Confirm Award button has been re-labeled to Recommend Award.

- **Ability to Create a Contract from a Quick Quote:** On the Review Award Results tab, users can flip a quick quote solicitation into a contract.
Supplier Updates

RELEASE 3 IS HERE

What does this mean for Suppliers?

During this same outage period, contracts and catalogs cannot be updated or amended starting at 5:00 PM on Thursday, October 29, and purchase orders will not be sent after 5:00 PM on Friday, October 30. State supplier partners will be informed of the R3 Ohio|Buys outage and will be encouraged to work with you directly to promptly finish existing orders.

New Functionality: This upgrade focuses on solicitation and contract management and will allow a bidder or supplier to:

- View and respond to solicitations online
- Submit inquiries and questions regarding a solicitation
- Review, negotiate, and sign contracts
- Submit contract documentation and amendment information

Supplier Training: We are excited to announce the Ohio|Buys supplier/bidder webinars will be conducted in November. Each webinar will focus on responding to State of Ohio solicitations using Ohio|Buys and managing and negotiating contracts. Each supplier/bidder training webinar will be one hour and held on the dates and times listed on the Ohio|Buys website.
SUPPLIER SIGN UP INFORMATION

Please review the following scenarios to answer common questions about Supplier registration at the State:

For a bidder who would like to be notified of Quick Quotes and Solicitations - they should use the Supplier How to Guide on our website to get started in Ohio|Buys.

For a supplier who needs to “fully register” to complete their invoicing transaction out of OAKS - they need to set up their Supplier account on the Supplier Portal.

For both systems — Ohio|Buys and Supplier Portal — a supplier will need to first register for an OHID.

Please note, bidder information does not move from Ohio|Buys to the Supplier Portal, so a supplier will have to re-register at the time they are setting up their account for payment. Suppliers can get support for this process at OBM Shared Services Center 614-338-4781 or 1-877-644-6771 OR ohiosharedservices@Ohio.gov Remember to put “OhioBuys” in the subject line!

Training Tips

UPDATED TRAINING MATERIALS

This is a good time to download all revised Job Aids and Learning Guides. All materials reflect Release 3 updates as well as all enhancements that were completed. All agency training materials are located on the Ohio|Buys website.

ONESPAN VIDEOS

We have created videos to demonstrate how to use OneSpan Sign and the integration between OneSpan Sign and Ohio|Buys. These videos will help both a Contract Analyst set up the signature process as well as anyone who needs to sign an Ohio|Buys document using OneSpan Sign. These videos are available on the Ohio|Buys website.

SOLICITATION DETAILS

When building any type of solicitation in Ohio|Buys, it’s important to adequately describe (e.g., within the Label, Process, and Summary fields) the items that you are
seeking proposals/bids for. This includes providing specifications (i.e., specs) that bidders/suppliers would need to know in order submit a response. For example:

Instead of listing “Vehicles” for a product solicitation, list “New, Model Year 2021 Or Manufacturer's Current Production Model, Automobiles a Passenger Vans.”

Instead of listing “Uniform Cleaning” for a services solicitation, use “Professional Dry Cleaning, Laundry Services, And Repair/Alteration of OSHP Uniforms.”

Instead of listing “Laptop” for an IT solicitation, use “HP EliteBook 830 G6 Notebook PC”

In addition to the clearly identifying the Label, the Process and Summary fields provide an opportunity to describe the need in further detail. Additionally, the item grid can be used to further specify what it is that is being sought.

Key Term(s)

ITEM GRID

The section of an Ohio|Buys solicitation where users can define the items that they want the Supplier to submit a response for when replying to the solicitation. This is equivalent to a cost summary, cost proposal or price sheet.

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 Ohio|Buys Feedback survey.

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