



OPERATIONAL SERVICES DIVISION



COMMBUYS Phase II All-Liaison Update Meeting



April 13, 2014

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Agenda



Updated COMMBUYS Phase II Schedule

- Estimated timeline
- Rationale: Enhanced Security

Updated Readiness Calendar

- April – May: Ongoing adoption support focus
- June – August: Phase II Readiness Focus

April/May Training Activities

- Departmental Contracts and Catalogs
- Vendor Readiness
- Bill-to/Ship-to Clean-up

Documenting Your Business Processes

- Walkthrough of workflow
- Follow-up with agency worksheet

Q&A



Updated COMMBUYS Schedule

Delayed Roll-out for Enhanced Security



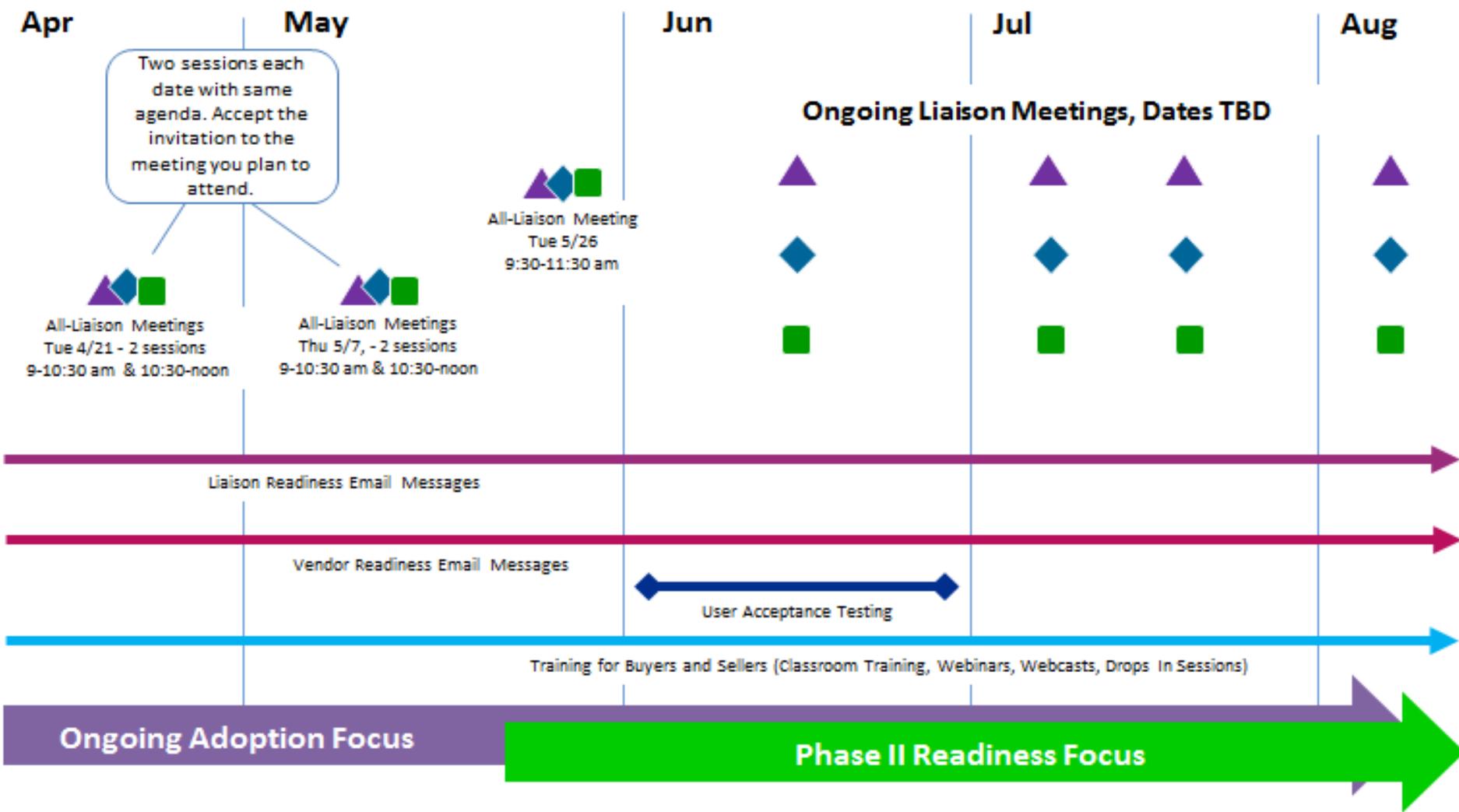
NEW Estimated Phase II Go Live Date

- Between mid-August and mid-September
- We'll provide an update at the next Liaison Meetings April 21st

Rationale for Date Change – Enhanced Security

- Enhancing security approach for connecting applications behind the firewall to a SaaS solution
- COMMBUYS is the first to do real-time transactions using web services
- Wanted to enhance security given recent cyber attacks
- As a result, COMMBUYS will require additional programming to meet the enhanced security standards just put in place by the Commonwealth
- Implements security at the user AND transaction level

UPDATED Readiness Calendar





Focus on Adoption

April/May Training Activities



We have a robust schedule of classes, webinars, and other outreach activities to assist organizations.

Departmental Contracts and Catalogs

- “How to Create Departmental Master Blanket Purchase Orders” classroom training includes instruction on contracts and catalogs and hands-on assistance with your contracts
- Vendor Registration
 - ✓ “Toolkit” distributed to Liaisons
 - ✓ Resources include classes, webcasts, job aids – all available now
 - ✓ Will review contracts process and demo vendor registration at the next Liaison meeting

Bill-to/Ship-to Clean-up

- Will be the focus for the May 7th Liaison meetings

Updated information available at <http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/osd-training-events-and-outreach/>



Your Business Process

Key Question to Consider Now



What questions should you be thinking about **now** in order to have information available as we move through the readiness process?

- Do you know which people in your organization are authorized to order things? Post bids? Make payments?
- Which people receive deliveries? How is delivery of a good or service verified? How do those receiving share information with those who placed an order? With those who issue payment?
- Which people manage contracts for your agency today? What's their relationship with those who use the contracts?



Documenting Your Business Process

Will Facilitate COMMBUYS Ph II Readiness

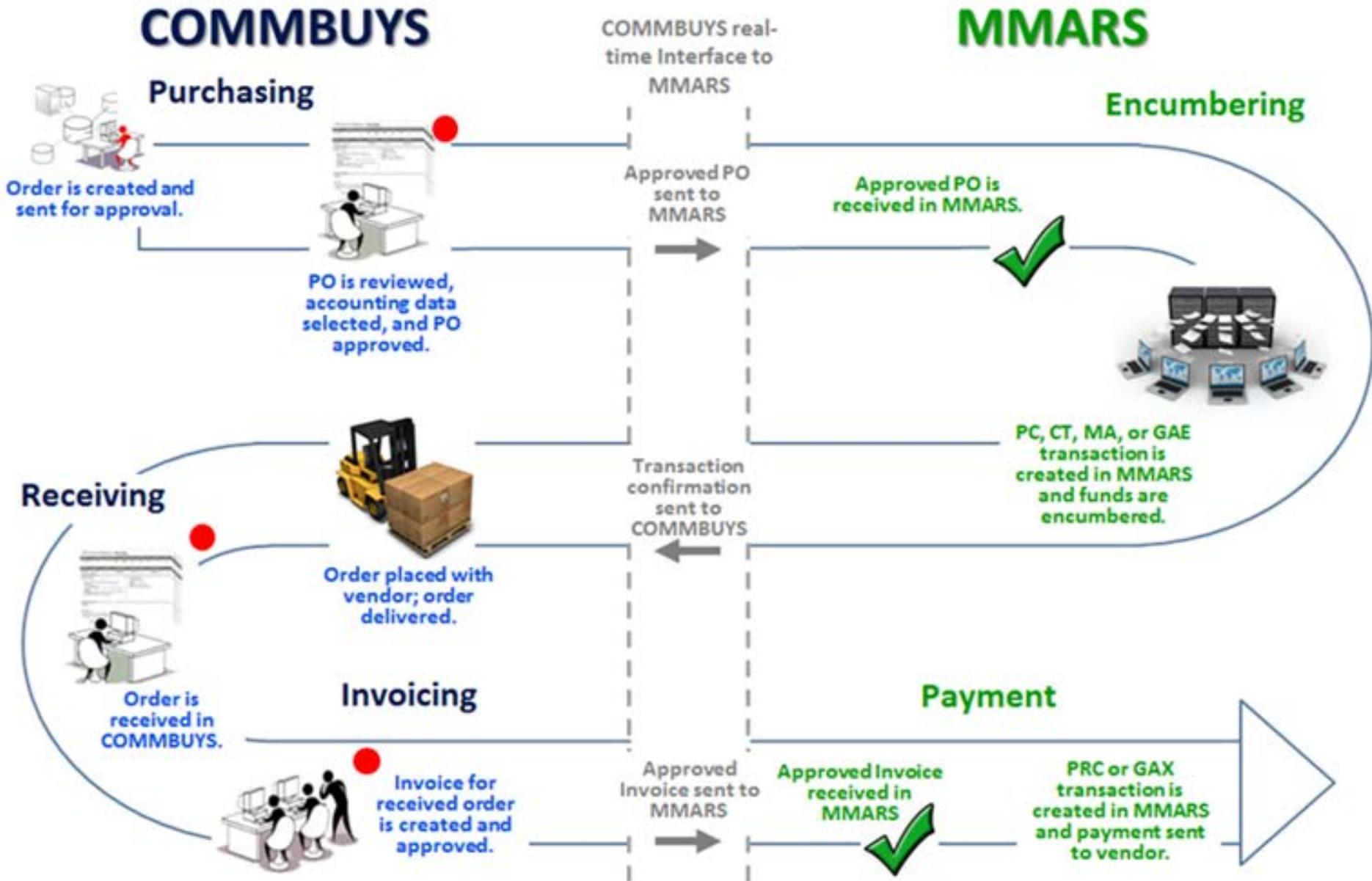


Last time we met, we reviewed a simplified ordering workflow to illustrate actions in COMMBUYS and actions in MMARS and how they are related.

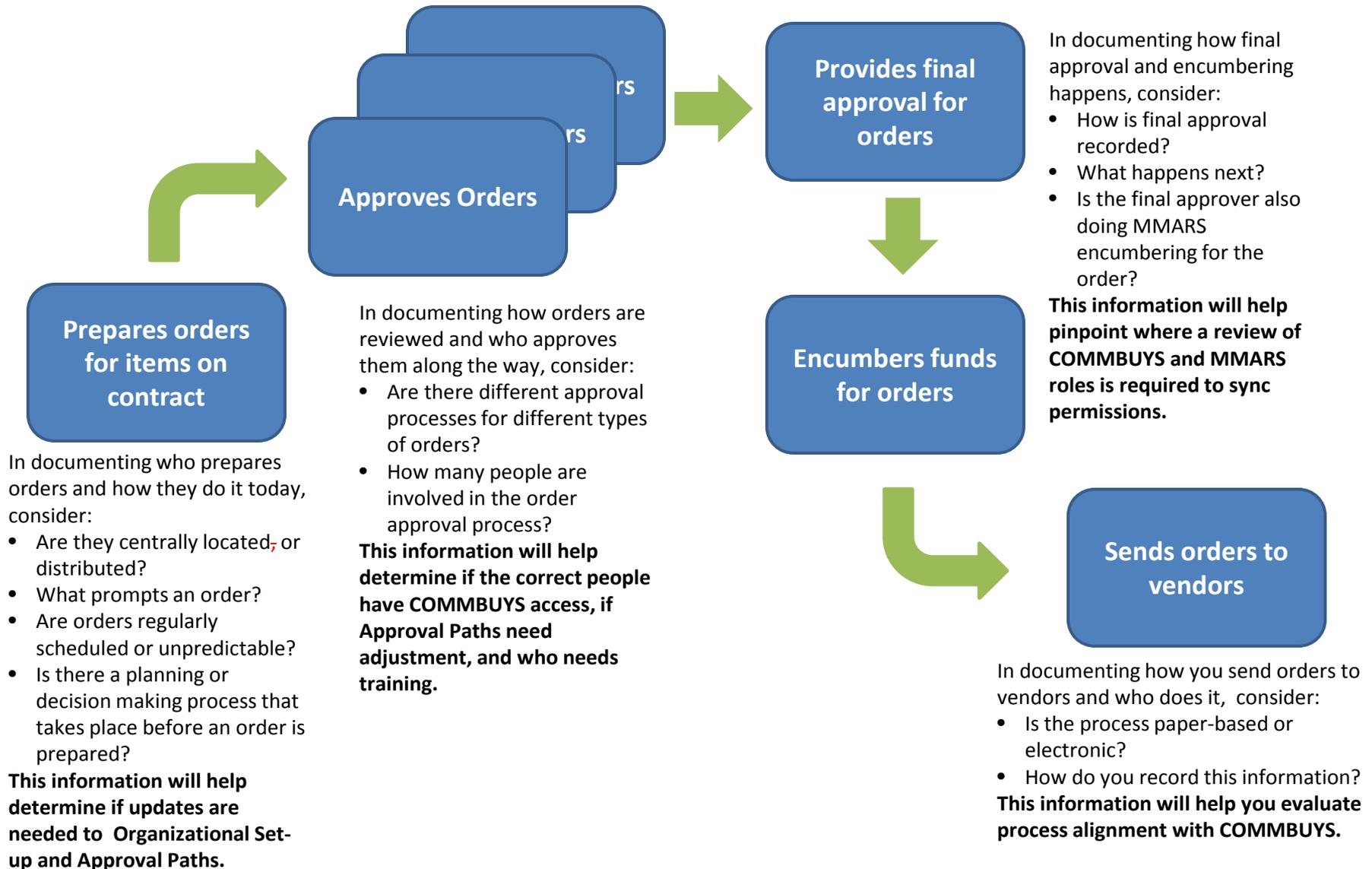
We've develop a set of diagrams to help guide you in documenting your ordering business processes.

- Each step in your process
- Who performs functions in each step
- How information moves from one step to the next

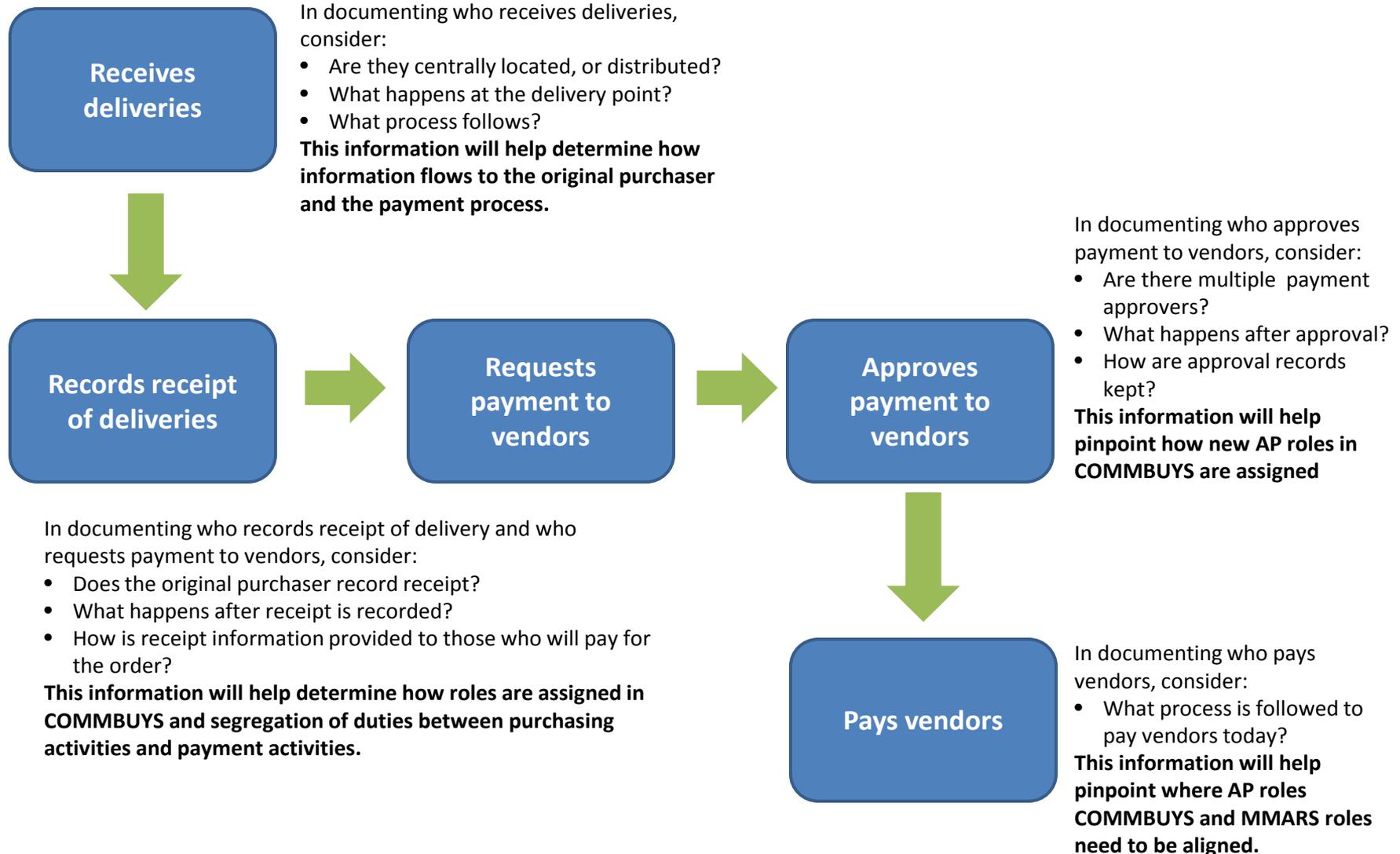
Simplified Ordering Workflow: The System View



Ordering: The Business Process View



Receiving and Payment: The Business Process View



Documenting Your Business Process

Next Steps

Use the business process diagrams and questions to collect your information

- These are for your information and planning – we won't collect it
- Suggest all agency Liaisons meet to discuss how to create this documentation
- This information will help you understand:
 - ✓ How to align your processes with the systems workflows
 - ✓ Where you need to add or remove COMMBUYS and MMARS system users
 - ✓ Where you need to update user roles or permissions
 - ✓ Who needs training and what kind they need





Contacts



COMMBUYS Readiness

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