

**PURCHASING
INFORMATION
SYSTEM
REPLACEMENT
PROJECT**

Business
Requirements,
Process Flows,
and Data Elements

A. INTRODUCTION

In February of 2004, the City of Portland's Bureau of Purchases (BoP) contracted with Pacific Technologies to assist in developing requirements and associated project documentation for a system to replace its aging purchasing and compliance tracking application. The project was conducted in two phases. The first phase documented existing business processes and identified requirements for a replacement system. The second phase will outline the time and resource requirements necessary to implement a replacement solution. Pacific Technologies delivered the phase two results to the City under a separate cover.

This document presents our phase one deliverables, organized as follows:

- B. Understanding of Need
- C. BoP Function Model
- D. Business Requirements
- E. Interface Requirements
- F. Business Process Flows

B. UNDERSTANDING OF NEED

BoP currently employs two primary software applications to support its business activities:

- ◆ **Biz-Track** – custom developed software that provides BoP staff with general vendor tracking, as well as monitoring and reporting of vendor compliance and workforce-related information regarding contracts in progress
- ◆ **e-Bids** – packaged software that provides an online portal for vendors to submit equal employment opportunity (EEO) registration and request bid documents and plans, as well as a City tool for validating State certification of vendors (e.g., emerging small business, etc.)

While many aspects of the e-Bid application have been successful and well-received, there are significant deficiencies exist with current software and processes, including:

- ◆ Several processes are entirely or partially manual or require the City to enter data that could be provided by vendors:
 - Contactor pre-qualification
 - Workforce data
 - Sub-contractor payments
 - Quarterly and annual reports
 - Sheltered market program data
- ◆ Biz-Track is no longer supported by the developer – the City is responsible for making all changes, improvements, and updates
- ◆ The Biz-Track application runs on an outdated platform and cannot be reasonably upgraded to meet changing requirements
- ◆ The e-Bids application is several releases behind the vendor's current version of the software

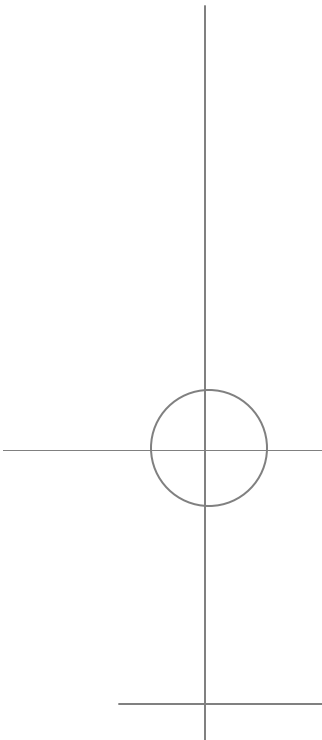
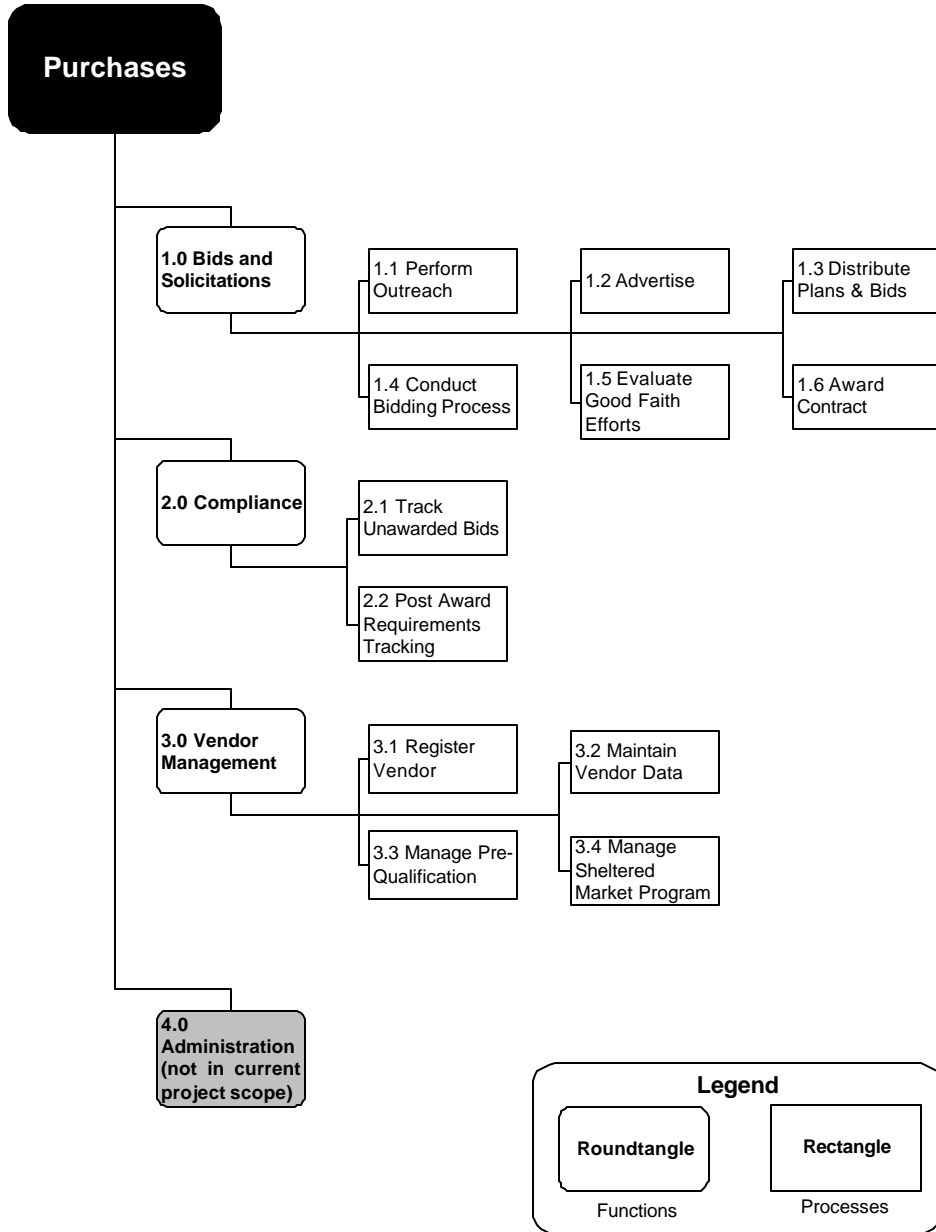
The above issues result in business process inefficiencies – in particular, they force BoP staff to spend time on activities that could, and should, be fully automated. Correspondingly, BoP needs a solution that more effectively automates its business functions. This solution must balance the capabilities of existing packages against the unique requirements of the bureau that may not be met by off-the-shelf software.

C. BUREAU OF PURCHASES FUNCTION MODEL

The diagram below presents a high-level functional breakdown of the Bureau of Purchases' (BoP) business operations.

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D. BUSINESS REQUIREMENTS

This section documents the high-level functional requirements for a system that would automate the first three functions in the diagram presented on the previous page. Each requirement includes a City-ascribed priority level, with 1 being highest priority and 3 being lowest. Priority M requirements are system requirements that are mandatory, but not directly related to system functionality.

The section is organized as follows:

- 0.0 General Requirements
- 1.0 Bids and Solicitations
- 2.0 Compliance
- 3.0 Vendor Management

0.0 GENERAL REQUIREMENTS

This section presents the system requirements that describe the expected overall architecture and operation of the application.

0.1 SYSTEM REQUIREMENTS

- 0.1.1. **(Priority 1)** The application will automate most of the existing functionality in BoP's current BizTrack system, including several aspects of the bureau's businesses functions:
 - Bids and solicitations
 - Compliance
 - Vendor management
- 0.1.2. **(Priority 1)** The application will be designed with recognition of the fact that the City's M/W/ESB policy, tracking, and reporting requirements are subject to change. The design must provide flexibility to accommodate such changes without the need for programmer intervention.
- 0.1.3. **(Priority 2)** Provide basic workflow automation through interfacing with the existing City of Portland email system
- 0.1.4. **(Priority 1)** Application has an easy-to-understand, simple user interface
- 0.1.5. **(Priority 1)** Efficient data entry screens for high-volume data collection that are separate from normal viewing screens
- 0.1.6. **(Priority 1)** Maintain information on:
 - 14,000 vendors
 - 500 solicitations per year

0.2 TECHNICAL REQUIREMENTS

- 0.2.1. **(Priority M)** Server operating system is MS Server 2000 or later
- 0.2.2. **(Priority M)** Application uses MS SQL 2000 Enterprise Edition for the database
- 0.2.3. **(Priority M)** Database design is based on a third normal form data model
- 0.2.4. **(Priority M)** Data dictionary is easily understood by end users to support ad hoc reporting
- 0.2.5. **(Priority M)** Application development environment adheres to City standards for programming, including the use of ColdFusion, JAV A, and XML

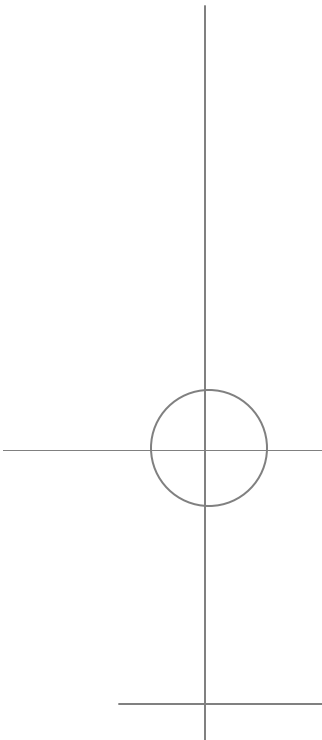
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- 0.2.6. **(Priority M)** Capable of handling:
 - 10 concurrent users for update
 - 50 concurrent users for inquiry
- 0.2.7. **(Priority M)** Security is controlled at a variety of levels, including:
 - User
 - Group
 - Business unit
 - Module
 - Screen
- 0.2.8. **(Priority M)** Authentication can be provided through City-wide system or within the application
- 0.2.9. **(Priority 1)** Support for Web-based functionality, including information submittal, searches by City staff and vendors, etc.
- 0.2.10. **(Priority 1)** Application is available to authorized users across the City and designated third party users outside of the City
- 0.2.11. Interface with several existing City and State systems, including:
 - **(Priority 1)** State M/W/ESB certification database
 - **(Priority 1)** City financial management system
 - **(Priority 3)** City business license system
 - **(Priority 2)** City email system
 - **(Priority 1)** City personal productivity system (MS Office)
 - **(Priority 3)** City document imaging system
 - **(Priority 1)** Current City Web-based vendor registration system

0.3 REPORTING REQUIREMENTS

- 0.3.1. **(Priority 1)** Generally, support broad reporting abilities of all data elements included within the system using standard saved reports with user defined selection criteria as well as ad hoc reporting using Crystal Reports
- 0.3.2. **(Priority 1)** Support quarterly reporting:
 - Summary level combining data from throughout the system
 - Minimize manual human intervention in report production
 - Provide for export of report data in MS Excel format
- 0.3.3. **(Priority 1)** Support ad hoc reporting, including:
 - Numerous data arrangements and presentations
 - Open, flexible access to data elements
- 0.3.4. **(Priority 2)** Support intelligent notifications and correspondence within the system:
 - Email notifications
 - Word mail merge
 - Ability to automatically mix standard templates with contract/project and/or vendor-specific data from within the system



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1.0 BIDS AND SOLICITATIONS/RFPS

This section presents the requirements for automating BoP's bids and solicitations function, which includes those processes related to publishing RFBs and RFPs evaluating responses, and awarding contracts in compliance with existing mandates and practices.

1.1 PERFORM OUTREACH

- 1.1.1. **(Priority 1)** Support identification of potential contractors based on user-defined, project-specific criteria:
- Division of work (e.g., NAICS code)
 - Trade or work class
 - State certified status (e.g., emerging small business, etc.) accessed directly from the State
 - Sheltered market status
- 1.1.2. **(Priority 2)** Track outreach-related vendor contact data, including:
- Date and time
 - Method of contact
 - Vendor contacted
 - Individual at vendor contacted
 - Vendor response
 - Free-form description
- 1.1.3. **(Priority 1)** Ability to generate a candidate list based on user criteria, and generate letters or electronic correspondence based on standard form letter templates with project-specific information
- 1.1.4. **(Priority 1)** Contact includes project specific information, including:
- Bid number
 - Project name (if applicable)
 - Buying bureau
 - M/W/ESB targets
 - Etc.

1.2 ADVERTISE

- 1.2.1. **(Priority 2)** Facilitate electronic submission (e.g., email, FTP, fax, etc.) of bid information and associated announcements to selected providers (e.g., the Daily Journal of Commerce)
- 1.2.2. **(Priority 1)** Provide a Web-based avenue for vendors to research available solicitations and RFPs, request plans, and check solicitation status
- 1.2.3. **(Priority 1)** Support automatic email of a notice of advertisement or the actual solicitation to registered vendors for a given project, or a set of vendors from the system database based on a set of project-specific criteria including:
- Project size and associate pre-qualifications
 - Required trade
 - Required division of work
 - Vendor demographics

1.3 DISTRIBUTE PLANS

- 1.3.1. **(Priority 1)** Provide simple document management functionality necessary to collect plan/bid documentation
- 1.3.2. **(Priority 1)** Validate bidder information against already-registered vendors, pre-populating data as appropriate

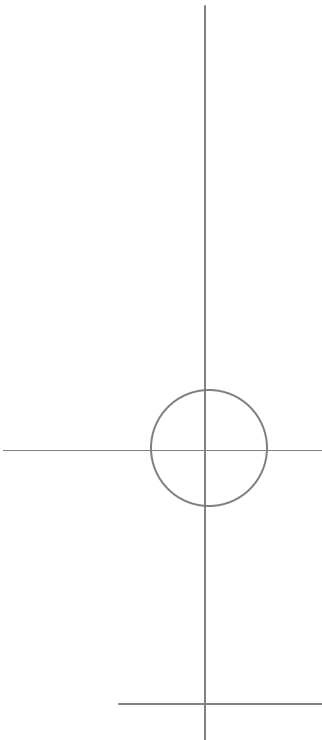
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- 1.3.3. **(Priority 1)** Support posting of plan/bid documents to the Web
- 1.3.4. **(Priority 1)** Track plan requests and associated vendor data (e.g., date requested, vendor name and ID, requesting vendor contact, etc.)
- 1.3.5. **(Priority 1)** Support document ordering/fulfillment through City's printshop or outside source
- 1.3.6. **(Priority 1)** Support sending of updates and addenda automatically to plan holders via email, fax, and mail-merge
- 1.3.7. **(Priority 1)** Maintain an internet accessible listing of planholders and related information, including:
 - Provides web access for planholders
 - Prevents duplicate registration of planholders
 - Provides City staff with access to list via the City intranet

1.4 CONDUCT BIDDING/PROPOSAL PROCESS

- 1.4.1. **(Priority 1)** Maintain a calendar of key dates associated with procurement schedule milestones (e.g., bid package approved, pre-bid conference date, bid submission dates, award date, protest deadline, contract approval, etc.)
- 1.4.2. **(Priority 1)** Track City personnel (and associated contact information) responsible for each bid, including:
 - Buyer
 - Project manager
 - Etc.
- 1.4.3. **(Priority 2)** Accept internet-based submissions
- 1.4.4. **(Priority 1)** Support internet-based RFB process, focused on professional and technical as well as goods and services procurements
- 1.4.5. **(Priority 2)** Integrate with the City email system to facilitate workflow by providing online alerts related to the system calendar
- 1.4.6. **(Priority 1)** Provide a mechanism for vendors to submit questions via the internet that will route questions to appropriate City personnel, and manage the response workflow (e.g., reminders, sending answers to all plan holders if appropriate, etc.)
- 1.4.7. **(Priority 2)** Collect and maintain a listing of pre-bid conference attendees that will be available throughout the system to support generic mailings to all participants (e.g., plan updates and addenda) as well as automatically posting the list to a City-specified website
- 1.4.8. **(Priority TBD)** Collect additional data (to be determined on a case-by-case basis) specific to RFP process
- 1.4.9. **(Priority 1)** Maintain a listing of bids received available throughout the system, including:
 - Bid number
 - Bidding vendor
 - Bid amount
 - Sub-contractors
 - Sub-contractor bid amounts
 - Date of bid
 - Time received
 - Project name
 - Other, user defined information
- 1.4.10. **(Priority 1)** Track bid results (e.g., low bid vendor, rank order of other vendors, etc.), including the ability to post results directly from the system to a City specific website



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- 1.4.11. **(Priority 2)** Track administrative screening results and distribution of responsive proposal to appropriate parties

1.5 EVALUATE GOOD FAITH EFFORTS

- 1.5.1. **(Priority 1)** Collect good faith effort information from vendors via internet and through efficient data-entry screens, including:
- EEO certification
 - State-certified M/W/ESB Sub-contractors including in bid
 - State-certified M/W/ESB Sub-contractors considered but not included in the bid
 - Dollar value of overall contract
 - Dollar value of sub-contracts for each vendor
 - Additional project-related information, such as project hours, staff, work classes, etc.
- 1.5.2. **(Priority 3)** Identify missing data elements for follow-up
- 1.5.3. **(Priority 1)** Calculate participation percentages for each sub-contractor
- 1.5.4. **(Priority 2)** Track target and expected percentages of sub-contracts and sheltered market dollars as defined by the City
- 1.5.5. **(Priority 2)** Summarize all data to assist in responsiveness determination, highlighting contracts that do not appear to meet expected levels – summary criteria will include:
- Ethnicity
 - Gender
 - Sheltered market classification
 - Employee work class
 - Vendor business classification
 - Offered sub-contract size
- 1.5.6. **(Priority 3)** Automatically notify buyer of good-faith status

1.6 AWARD CONTRACT

- 1.6.1. **(Priority 2)** System is able to generate appropriate timeline-driven notifications based on contract parameters (e.g., size, sheltered market or open bid, etc.), including:
- Internal notices to project managers and purchasing agents
 - Standard requests for additional information from low-bidder (or other apparently successful bidders)
 - Notification to all bidders of intent to award
 - Other user-defined, project-specific notifications
- 1.6.2. **(Priority 2)** Track results of initial compliance review by bureaus, including free-form responses
- 1.6.3. **(Priority 2)** Track protest submissions and related information
- 1.6.4. **(Priority 2)** Track requests from vendors not selected by the City for additional information, debriefs, copies of winning proposals, etc.
- 1.6.5. **(Priority 1)** Facilitate data collection (including online data collection) of required additional contract information, including:
- Bond information
 - Insurance information
 - Payment terms (e.g., due dates, discounts, retainage, etc.)
 - Etc.
- 1.6.6. **(Priority 1)** System can track routing and associated approval dates for standard contract documentation based on contract size and type, including:

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- City attorney
- Auditor
- Purchasing agent
- Bureau representative
- Council
- Commissioner

2.0 COMPLIANCE

This section presents the compliance-related requirements necessary to automate the BoP processes related to administering the City’s workforce and M/W/ESB-related programs.

2.1 TRACK UNAWARDED BIDS

Note that in this section, the City is interested in tracking information from the prime contractors about their sub-contractors. Specifically, for the contractor selected to perform the work, the City wants to track information about sub-contractors that provided bids to the prime contractor, but whom the prime contractor did not select to include in its bid. For the prime contractors not selected for the contract, the City wants to track information about the sub-contractors selected by the (unsuccessful) prime for inclusion in their proposal. Eventually, the City may want to collect information about the unsuccessful, unawarded sub-contractors – the sub-contractors whose bids were not selected by prime contractors whose bids, in turn, were not selected by the City.

- 2.1.1. **(Priority 1)** Collect “unawarded” information from vendors either via internet, or via easy data entry from vendor proposals
- 2.1.2. **(Priority 1)** For successful sub-contractors with prime vendors that were not successful (same data as 1.5.1)
- 2.1.3. **(Priority 1)** For unsuccessfully bid sub-contractors with the selected project prime contractor (same data as 1.5.1)

2.2 POST AWARD REQUIREMENTS TRACKING

- 2.2.1. **(Priority 1)** Provide for online submission from prime vendor of contract performance information, including:
 - Sub-contractor payments
 - Sub-contractor hours, by business, trade/work class, and individual
- 2.2.2. **(Priority 1)** Collect payment information (City to prime contractor) from the City’s financial management system
- 2.2.3. **(Priority 1)** Provide easy monitoring of actual payments (from City to prime and prime to sub-contractor) and hours worked compared to the original and amended contract
- 2.2.4. **(Priority 1)** Support automatic letter generation for compliance issues identified by City staff
- 2.2.5. **(Priority 1)** Track compliance history, including notifications and responses
- 2.2.6. **(Priority 1)** Track pertinent out-of-compliance data, including problem type, resolution steps, free-form notes, etc.
- 2.2.7. **(Priority 2)** Automatic flagging (via email or some other basic workflow) of apparent out of compliance situations (e.g., low payments) for review by a compliance officer
- 2.2.8. **(Priority 1)** Facilitate tracking of money paid to sub-contractors by:
 - State certification
 - Ethnicity
 - Total number of contracts

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- 2.2.9. **(Priority 1)** Facilitate tracking of total contracts by sub-contractor's by various demographics, including:
 - State certification
 - Ethnicity
- 2.2.10. **(Priority 1)** Track contract changes and history, including:
 - Added sub-contractors and associated information (e.g., award information, payments, hours, plan to actual, etc.)
 - Removed sub-contractors and associated information (e.g., award information, payments/hours to date prior to removal, etc.)
- 2.2.11. **(Priority 1)** Track contract amendments, including:
 - Pre-amendment history
 - Amendment effective date
 - Impact on cost
 - Impact on timeline
 - Location of physical documents
 - Approval history (approvers and date approved)
- 2.2.12. **(Priority 1)** Support change order processing, including:
 - Automatic validation that the change order is within defined contract limits (must be able to change)
 - Pre-change order contract history
 - Effective date
 - Impact on cost
 - Impact on timeline
 - Location of physical documents
 - Approval history (approvers and date approved)
- 2.2.13. **(Priority 1)** Track date, time, location and personnel involved with contractor contacts (e.g., pre-contract meetings, site meetings, monthly project meetings, etc.)
- 2.2.14. **(Priority 1)** Track project workforce requirements, including:
 - Trades and associated hours
 - Apprentice positions and individual apprentice information
 - Number of Journey workers
 - Union status for the project, including chapters and associated contact information
- 2.2.15. **(Priority 1)** When applicable, capture and maintain monthly workforce related records, including:
 - Individual worker data (i.e., name, SSN, zip code)
 - Hours worked
 - Ethnicity
 - Trade and level
 - Employer
 - Date of hire (if after contract award)
- 2.2.16. **(Priority 1)** Record site visit information, including:
 - On-site sub-contractor information (e.g., name, certification, ethnicity, etc.)
 - Specific workers on site (e.g., name, ethnicity, trade and level, hours being worked)
 - Site location, date, and time
 - Field notes
 - Compliance status

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- Complaints by source (e.g., prime, sub, etc.) and type (e.g., harassment, wage, etc.)
- 2.2.17. **(Priority 1)** Track complaints, including:
 - Date of complaint
 - Complainant
 - Investigation notes
 - Resolution and/or further actions
- 2.2.18. **(Priority 3)** Support future integration of technology in site visits, such as remote access to application and audio annotation of notes
- 2.2.19. **(Priority 2)** Support final close-out, including calculation of actual compliance, appropriate close-out notices, and generation of project closing reports
- 2.2.20. **(Priority 2)** Facilitate appropriate notification workflow if a site visit identifies a complaint or compliance issue

3.0 VENDOR MANAGEMENT

This section presents the vendor registration requirements that automate the processes related to maintaining and validating vendor demographic, license, certifications, pre-qualifications, and other information.

3.1 REGISTER VENDORS

- 3.1.1. **(Priority 1)** Track workforce profiles submitted by vendors (including EEO certification)
- 3.1.2. **(Priority 2)** Provide compliance officers with an easy-to-evaluate view of profiles of pertinent data to facilitate evaluation
- 3.1.3. **(Priority 2)** Identify new profile submissions and changes
- 3.1.4. **(Priority 1)** Assign and track certification status for multiple certifications based on State lookup and/or City-defined parameters
- 3.1.5. **(Priority 1)** Support the ability to track changes to certifications (e.g., expiration)
- 3.1.6. **(Priority 1)** Provide easy lookup of vendor information for all City staff
- 3.1.7. **(Priority 1)** Automate renewal and additional data gathering processes through sending out reminders (via mail, fax, or email) to vendor identified contacts
- 3.1.8. **(Priority 2)** Track vendor insurance certifications, including expiration dates
- 3.1.9. **(Priority TBD)** Automate request and record process
- 3.1.10. **(Priority 2)** Support routing certificates (e.g., insurance) and associated information to City Attorney for approval
- 3.1.11. **(Priority 2)** Automate standard insurance-related communications with vendors
- 3.1.12. **(Priority 1)** Keep current demographic and EEO information, including:
 - Legal name
 - DBAs
 - Address
 - Primary contact, including phone number and email
 - Fax number
 - State certifications (e.g., Training Agent, M/W/ESB, etc.)
 - Workforce composition
 - Owner ethnicity and gender
 - NAICS codes

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- Office locations (address and phone)
- 3.1.13. **(Priority 1)** Provide easy lookup of vendor information for all City staff, including searches by NAICS codes, M/W/ESB certification, etc.
- 3.1.14. **(Priority 1)** Automate evaluation and compliance determinations, to extent possible given pre-defined parameters and vendor information
- 3.1.15. **(Priority 1)** For each vendor, provide the ability to track unlimited additional contacts (name, position, phone and fax number, email, etc.) and contact types, including:
 - Project manager
 - Administration
 - Compliance representative
 - EEO contact
 - Pre-qualification manager
 - Etc.
- 3.1.16. **(Priority TBD)** Track performance-related data for vendors on an ongoing basis, including past performance to contract, wage rate violations, debarment actions and associated dates, etc.
- 3.1.17. **(Priority TBD)** Track history of changes
- 3.1.18. **(Priority 1)** Allow for free-form notes to be collected and tracked for all interactions with vendors

3.2 MAINTAIN VENDOR INFORMATION

- 3.2.1. **(Priority 2)** Automatically identify EEO certifications, business licenses, insurance binders, and other certifications and registrations that are about to expire for review
- 3.2.2. **(Priority 1)** Automatically send renewal notices (via email or mail) based on recorded expiration date
- 3.2.3. **(Priority TBD)** Track vendor responses and compliance
- 3.2.4. **(Priority 2)** Given BoP-defined rules, send second notices after a BoP defined period of time for vendors not submitting renewal documentation

3.3 MANAGE PRE-QUALIFICATION

- 3.3.1. **(Priority 1)** Automate the annual pre-qualification process, including:
 - Distribute pre-qualification solicitations via email and Web posting, including project specific information
 - Internet-based submission of vendor information
 - Notification via email once pre-qualification dollar amounts have been established by the contracting bureaus
- 3.3.2. **(Priority 1)** Track complex pre-qualification data, including:
 - Multi-tiered work categories
 - Personnel
 - Work classes
 - Tools
 - Dollar levels
 - Expiration Dates
- 3.3.3. **(Priority 2)** Automate pre-qualification eligibility determinations to the extent possible given pre-determined criteria and vendor information
- 3.3.4. **(Priority 3)** Track vendor requested pre-qualifications and associated dollar amounts, bureau assigned pre-qualification levels, and associated documentation, including attachments as files or document images

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- 3.3.5. **(Priority 1)** Maintain a history of pre-qualification for each vendor
- 3.3.6. **(Priority 2)** Ability to track appeals requests, associated contact information, and resolution information
- 3.3.7. **(Priority 1)** Support a similar process on an ad-hoc, single-project basis, including:
 - Internet solicitation
 - Ability to email, fax, or generate letters to vendors already in the system based on user-defined, project-specific criteria
 - All other requirements listed above

3.4 MANAGE SHELTERED MARKET PROGRAM

- 3.4.1. **(Priority 1)** Facilitate collection of program applications online and using streamlined data entry screens within the system, including:
 - Basic demographics (name, SMP-specific contact, certification, license information EEO certification, gender, ethnicity, etc.)
 - Number of employees
 - Past receipts/revenues
 - Recent contracts with City (including size, status of prime or sub, etc.)
 - Division of work
 - Work class
- 3.4.2. **(Priority 1)** Facilitate collection of business assessment data online and using streamlined data entry screens within the system
- 3.4.3. **(Priority 1)** Provide concise summaries of each applicant for review process
- 3.4.4. **(Priority 2)** Automate program eligibility determination to the extent possible using pre-determined criteria and available vendor information
- 3.4.5. **(Priority 1)** Track review panel results, and generate appropriate letters (rejection or welcome and additional information) based on that result
- 3.4.6. **(Priority 1)** Provide summary report of applicants, approvals, denials
- 3.4.7. **(Priority 2)** Track interested vendors for outreach and reporting purposes
- 3.4.8. **(Priority 2)** Support automatic email and letter generation throughout the process, including orientation materials, information requests, other notifications
- 3.4.9. **(Priority 2)** Track orientation activities, including
 - Roster of scheduled vendors
 - Roster of attendees
 - Date, time, and location
 - Free-form notation
- 3.4.10. **(Priority 2)** Support automatic flagging and notification of vendors not attending orientation
- 3.4.11. **(Priority 1)** Track business assessment results, keeping a history of those assessments for each evaluation during the time of program participation for each vendor
- 3.4.12. **(Priority 2)** Track training plans for each vendor, including notification and automated reminders (via the email system) for specified milestones
- 3.4.13. **(Priority 3)** Track progress toward training plan completion, including:
 - Classes scheduled
 - Classes attended
 - Personnel attending
 - Total hours

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- Training-related outcomes, if any
- 3.4.14. **(Priority 1)** Ability to identify program graduates and report on their ongoing performance
- 3.4.15. **(Priority 1)** Provide flexible reporting, including:
- Number of applicants
 - Number approved and denied
 - Interested parties identified in outreach
 - All program participants
 - Program rosters by pre-qualification, certification, gender, ethnicity, etc.
 - Award results, by time period, by certification, gender, ethnicity, etc.

4.0 ADMINISTRATION

Automation of these functions was outside the scope of this project.

E. INTERFACE REQUIREMENTS

BoP's replacement information system will need to interface with several systems in and out of the City. The following presents the interfaces, direction, purpose, and key data elements.

1. STATE M/W/ESB DATABASE

The City will need to maintain an input-only database from the State's M/W/ESB certification database. This interface will collect contractor data related to M/W/ESB certifications. At a minimum, the database will need to update once per day.

2. CITY FINANCIAL MANAGEMENT SYSTEM

Several data elements are exchanged between the BoP information system and the City's financial management system. The BoP system provides the financial management system with contract payment terms and contract amendments (e.g., schedule changes, payment term changes etc.). It must also flag vendors to not be paid due to non-compliance (e.g., lack of current EEO certification, license, or insurance, debarment, contract non-compliance, etc.)

The financial management system will provide the BoP system with vendor payment data, including amount paid, invoice or purchase order number, and method of payment.

3. CITY BUSINESS LICENSE SYSTEM

The BoP information system will require input from the City's business licensing system. This one-way interface will gather data regarding application status, license status, license number, and expiration date.

4. E-BIDS

The City currently uses a Web-based service to manage some vendor registration-related activities. Under the assumption that this application continues to play a role in the BoP's solution, the City will need to maintain an input interface from this system that will extract vendor information, including EEO certification, contact information, plan requests, etc. This data should update the BoP information systems' databases.

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5. CITY DOCUMENT IMAGING SYSTEM

As the City rolls out a document imaging system, the BoP information system will need interface and integrate with that application to allow document routing (for approval and information purposes), archiving and recall, etc.

6. CITY EMAIL SYSTEM

The requirements listed in the previous section call for significant integration with a City email system. Specifically, the BoP system automate will numerous events that trigger email messages to vendors and City personnel. Additionally, the system will use the email system for rudimentary workflow to forward documents and information for approval, track responses, and pass the information through the system defined workflow process.

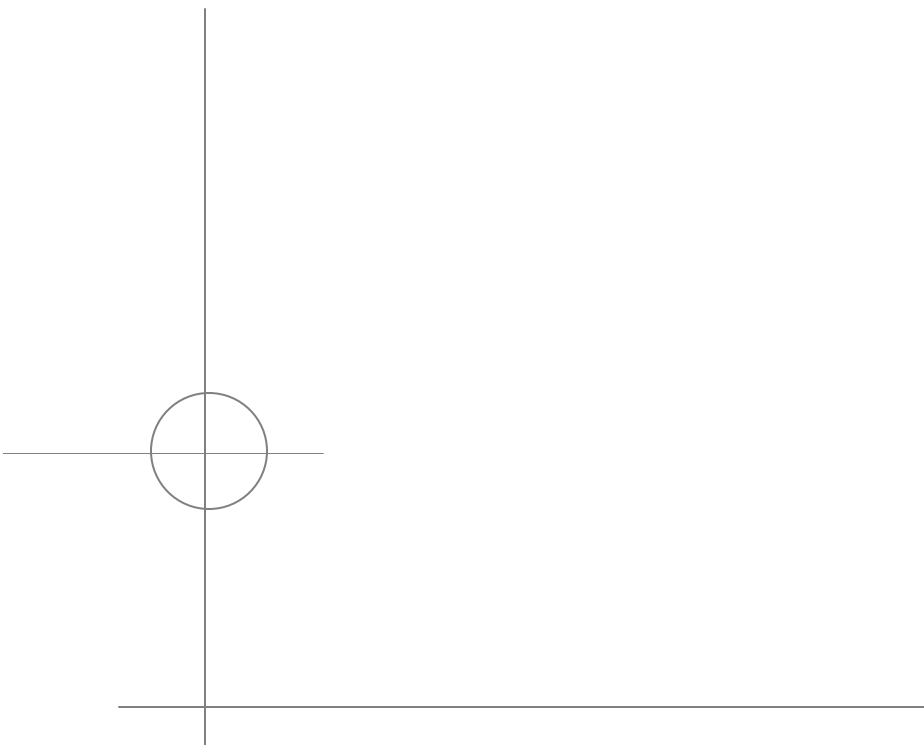
7. CITY PERSONAL PRODUCTIVITY SOFTWARE

The BoP information system will be able to handle attachments to records in a variety of personal productivity formats (e.g., word, excel, PDF, etc.). Additionally, the system will need to be able to export reports in a MS Excel format, as well as perform basic MS Word-based mail merge functions using user editable documents and templates that import system data (e.g., contractor, project information, etc.).

G. PROCESS FLOWS

This section presents the work flows associated with each of the business processes detailed above, organized as follows:

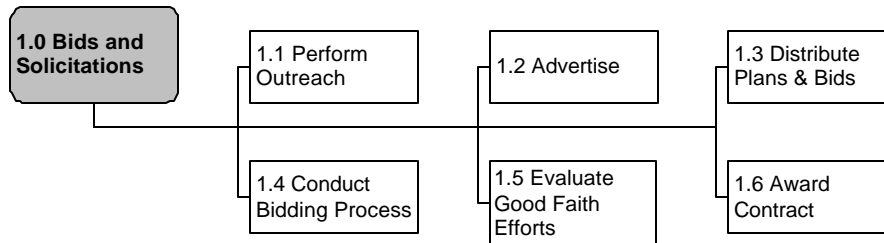
- ◆ 1.0 Bids and Solicitations
- ◆ 2.0 Compliance
- ◆ 3.0 Vendor Management



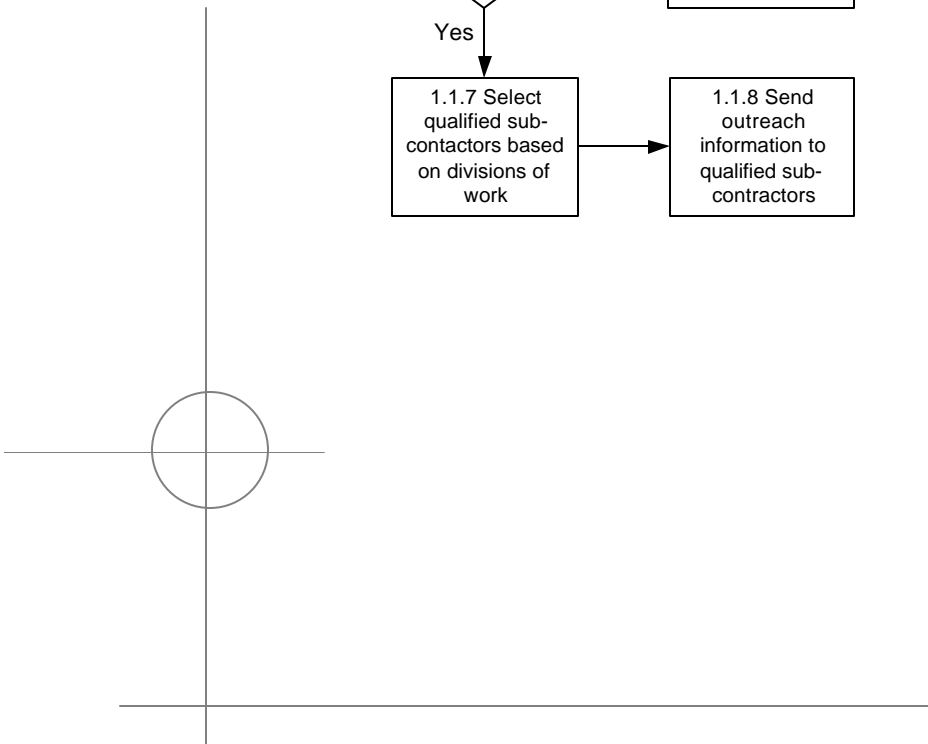
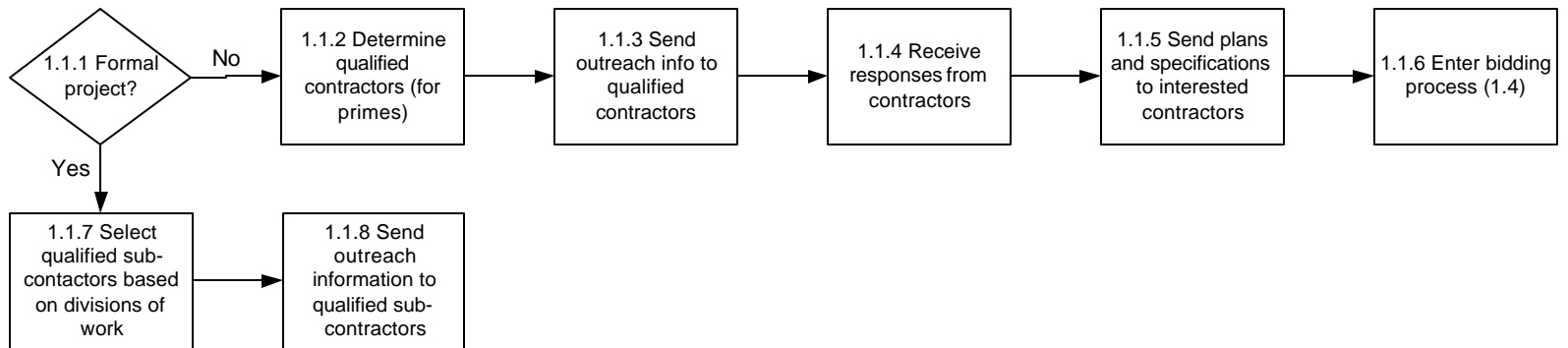
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1.0 BIDS AND SOLICITATIONS



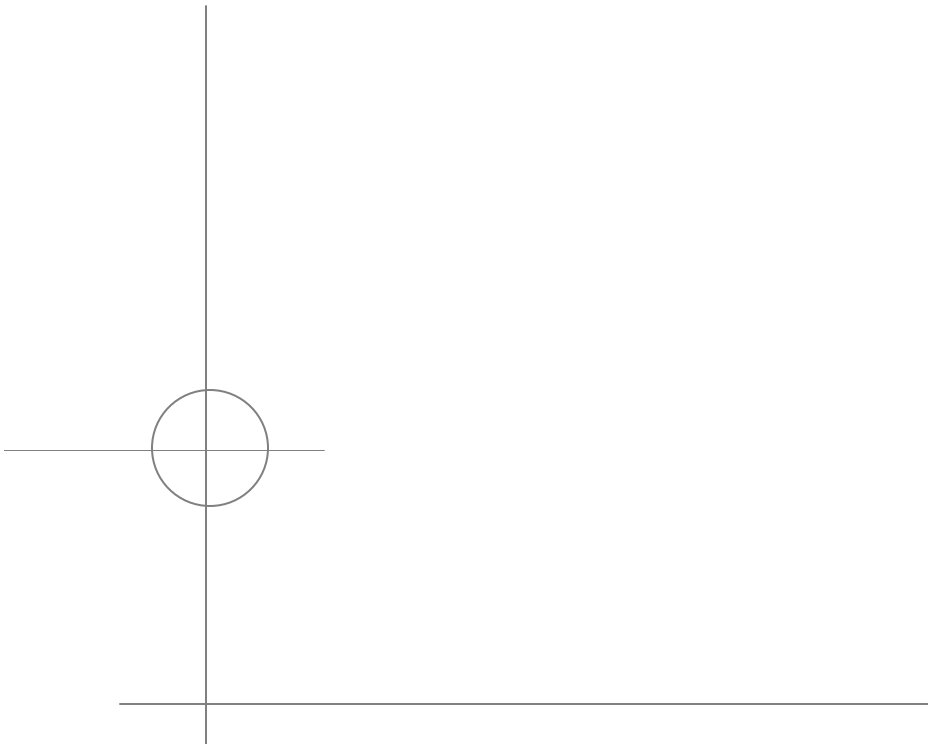
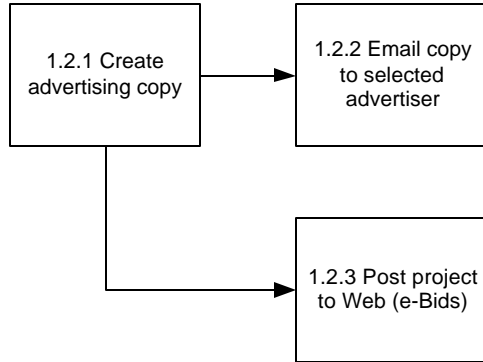
1.1 PERFORM OUTREACH



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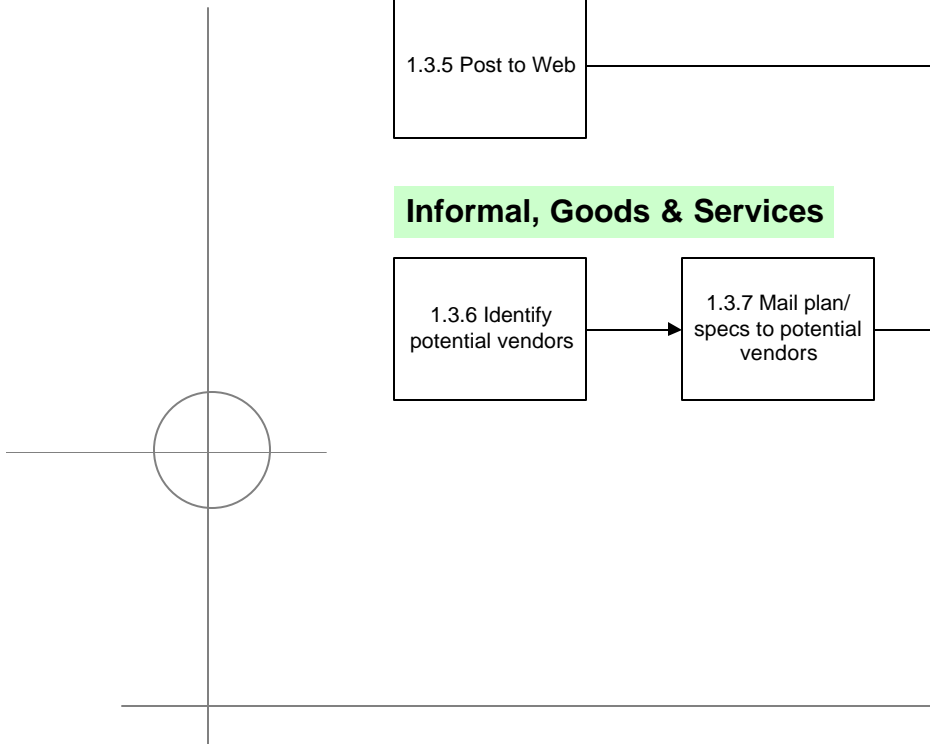
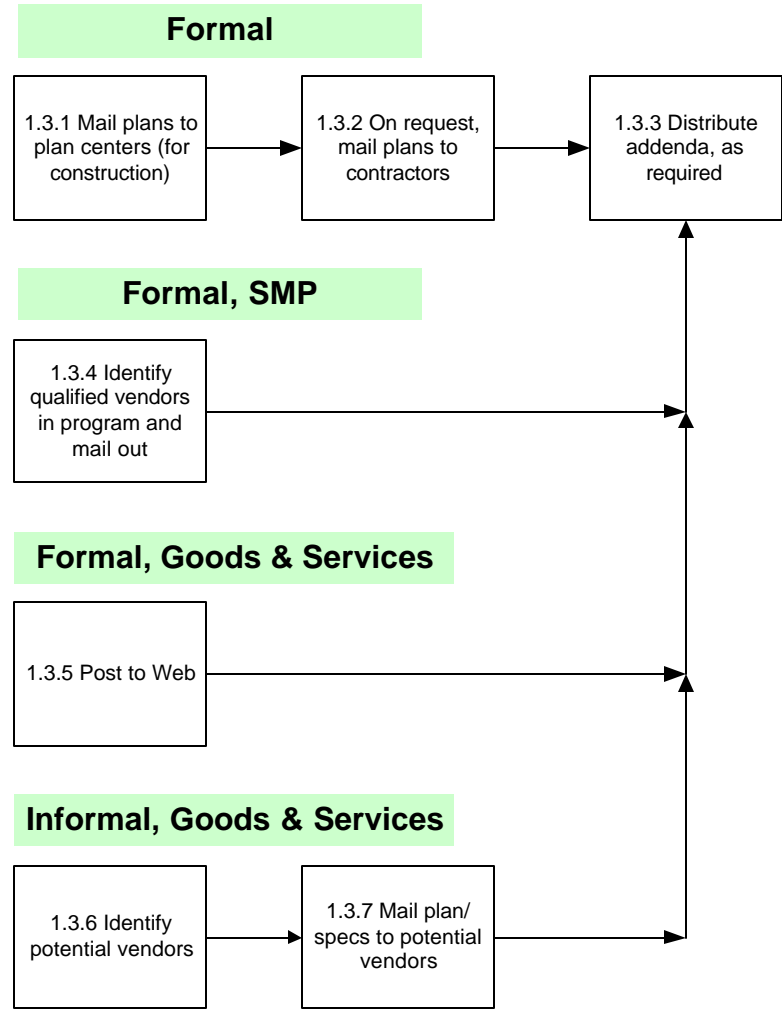
1.2 ADVERTISE



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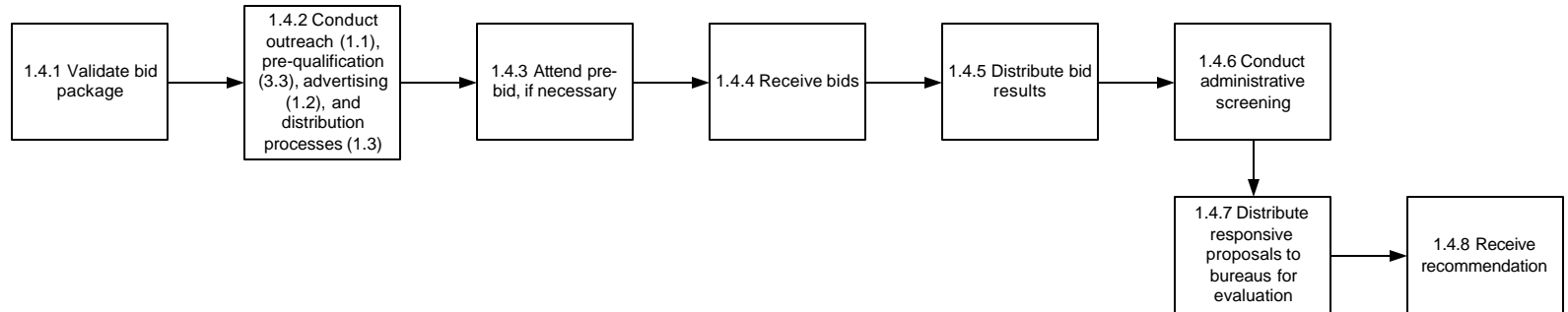
1.3 DISTRIBUTE PLANS



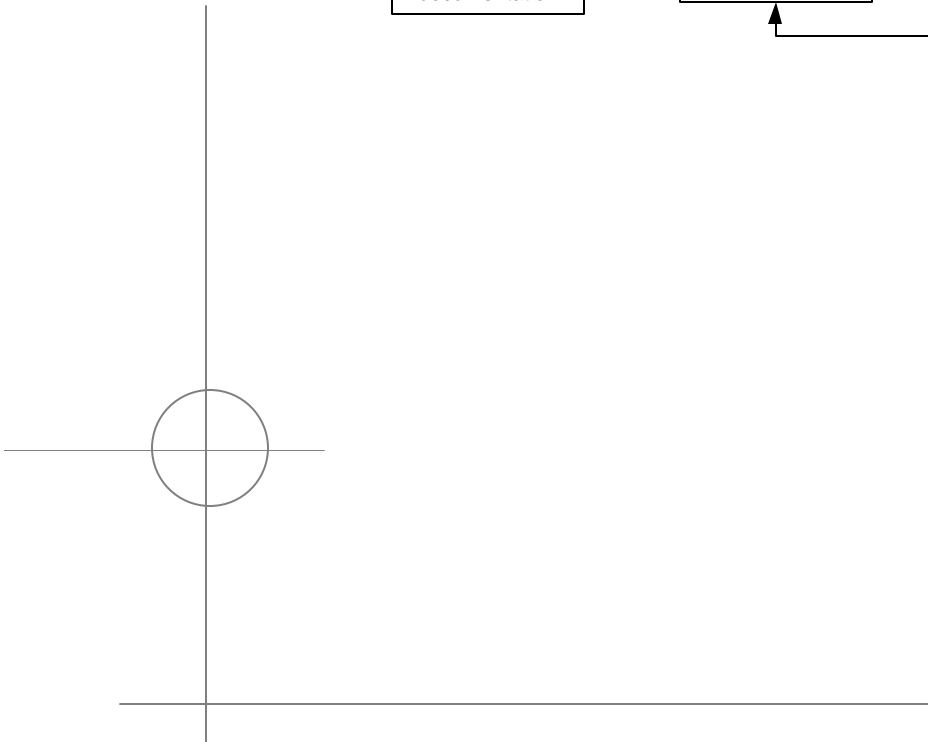
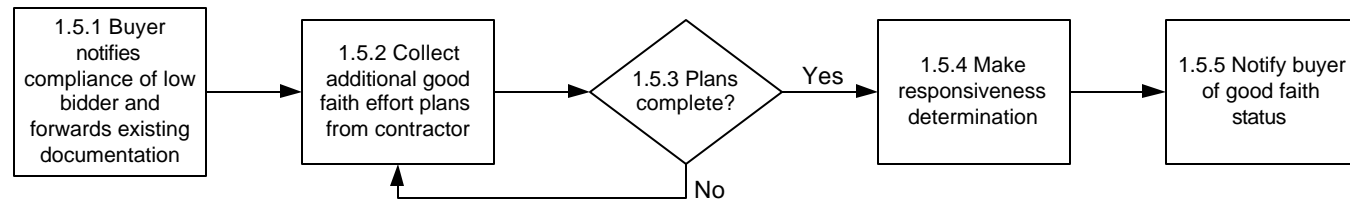
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1.4 CONDUCT BIDDING PROCESS



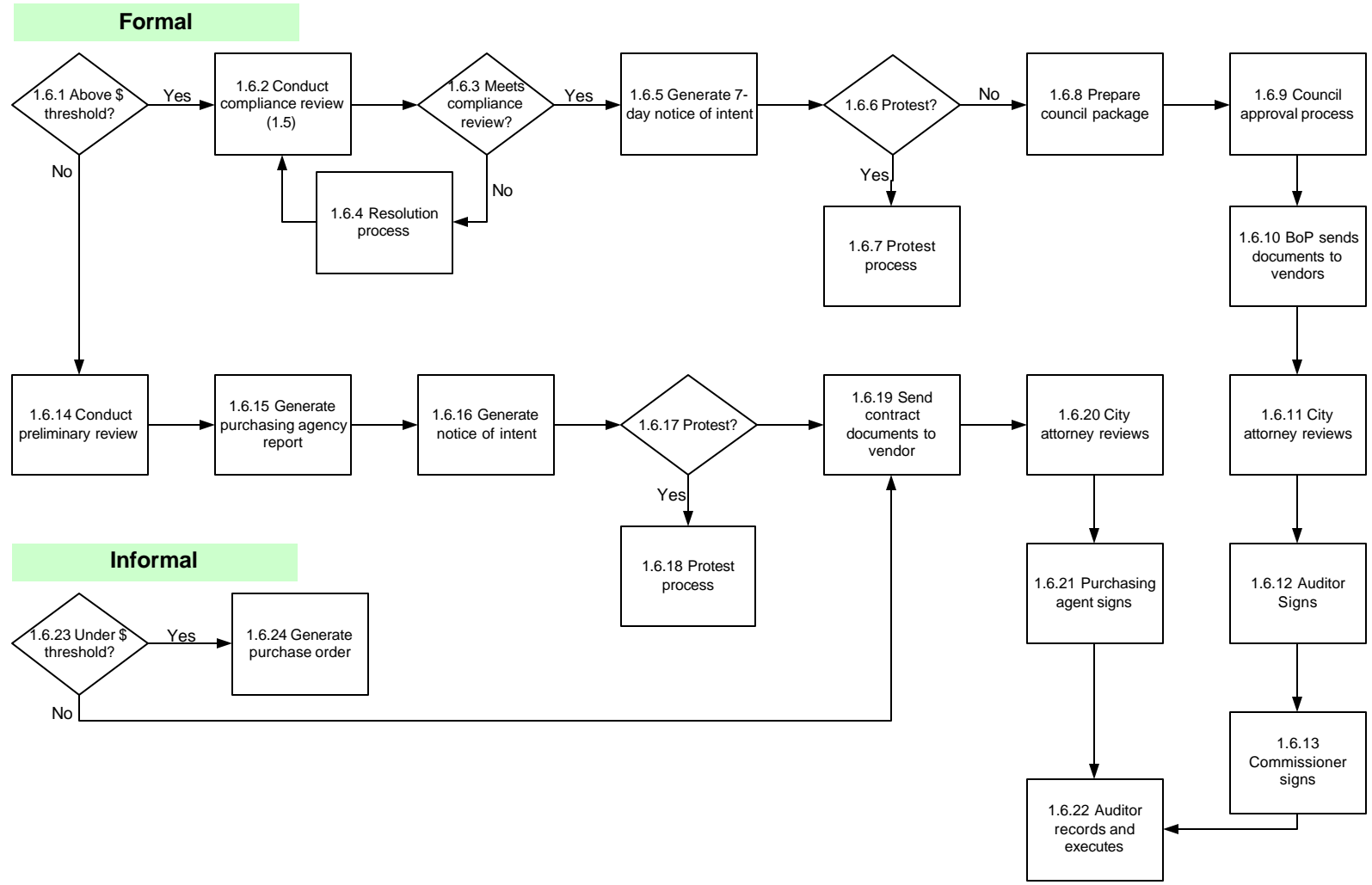
1.5 EVALUATE GOOD FAITH EFFORTS



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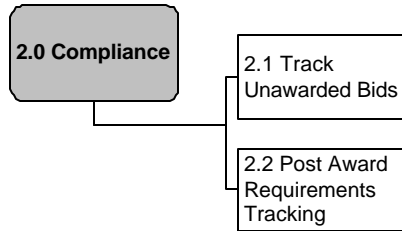
1.6 AWARD CONTRACT



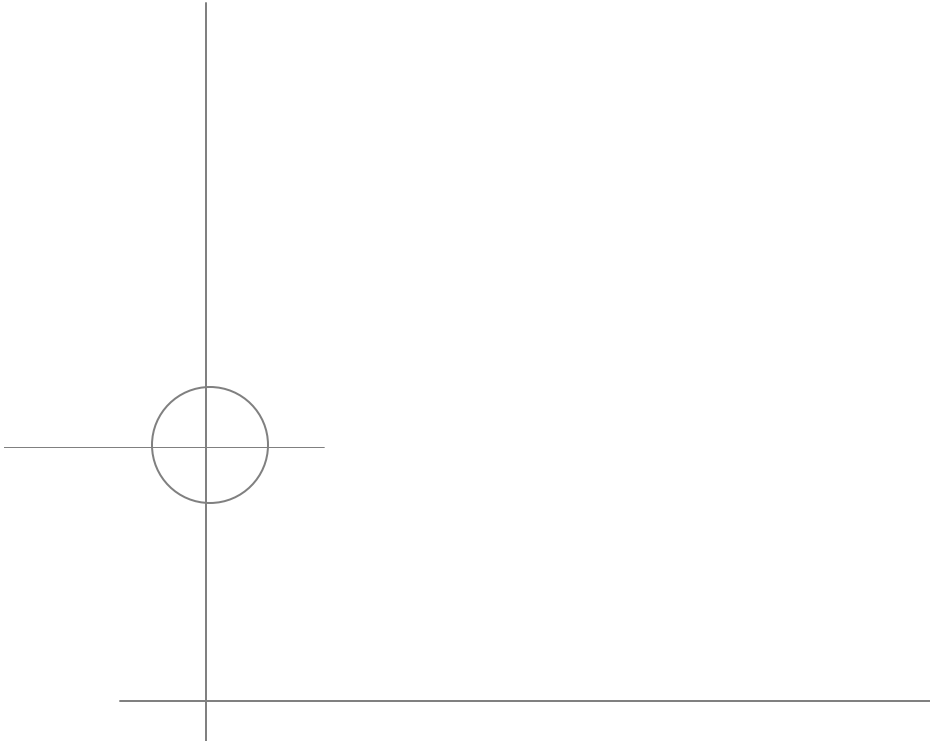
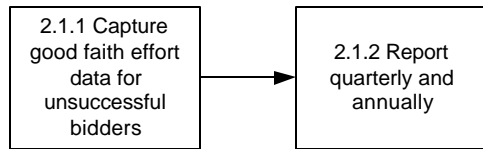
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2.0 COMPLIANCE



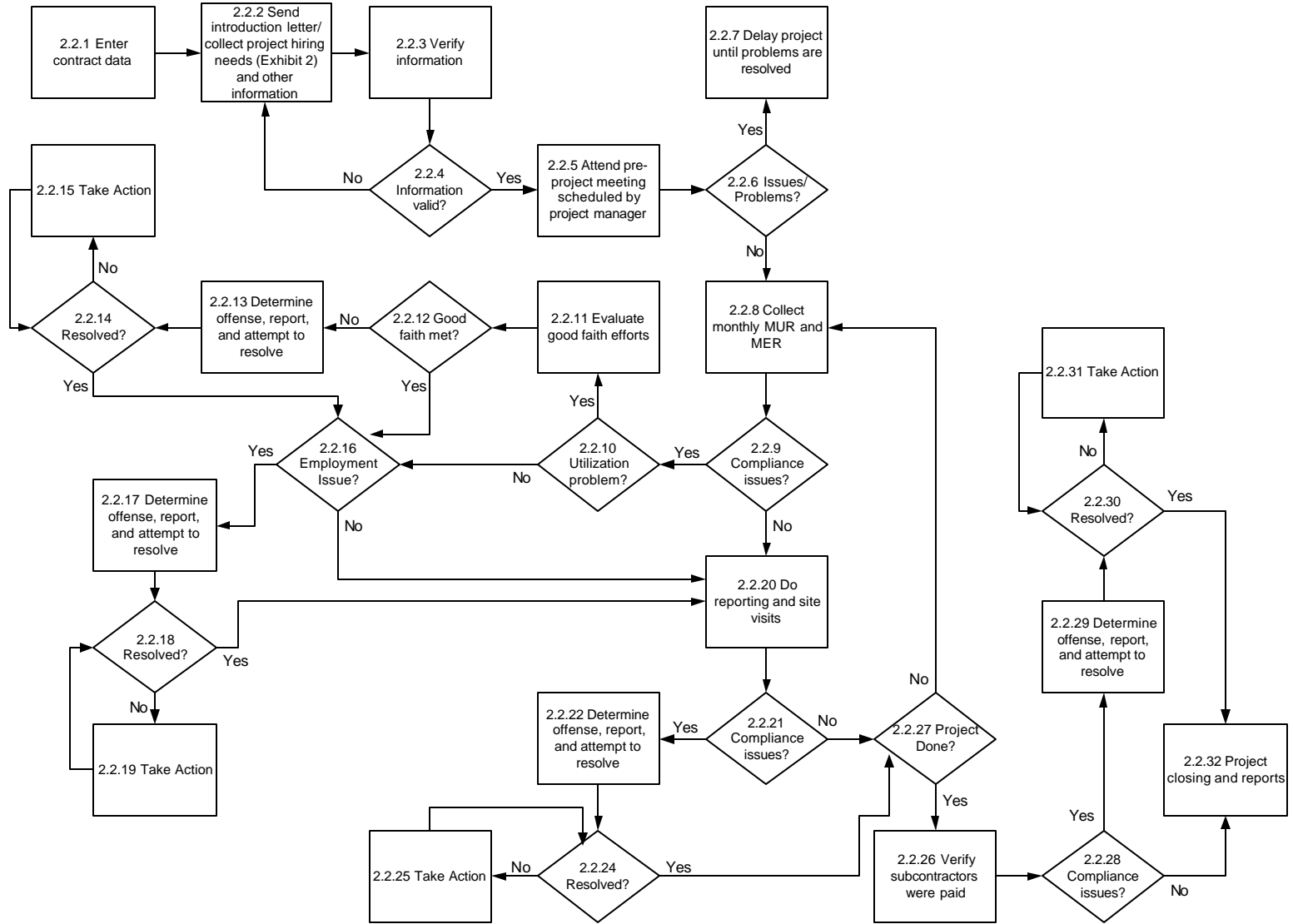
2.1 TRACK UNAWARDED BIDS



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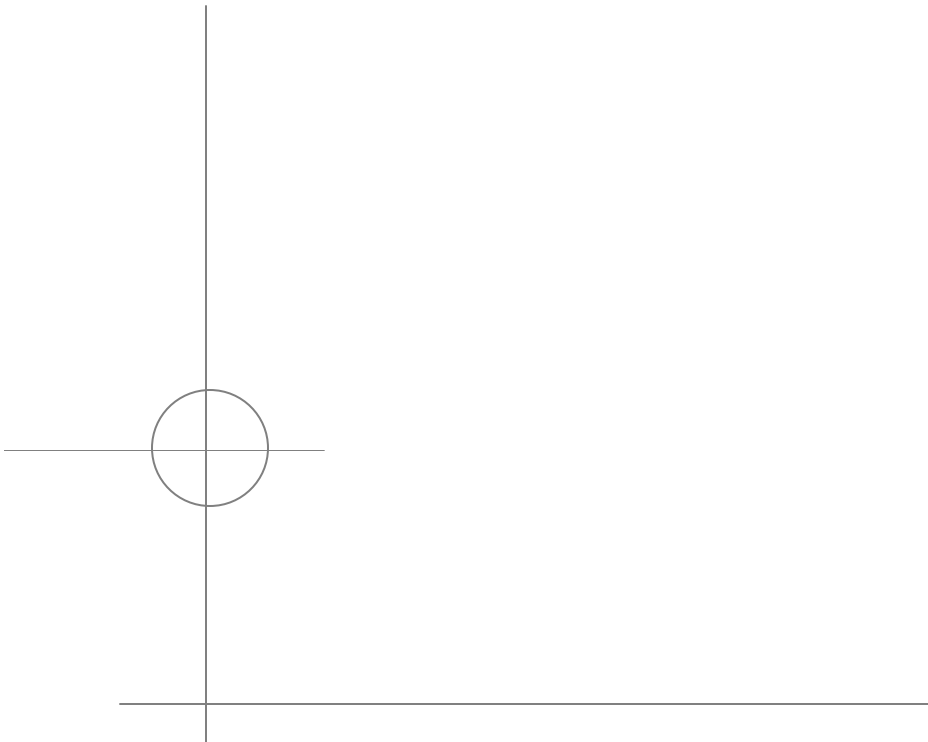
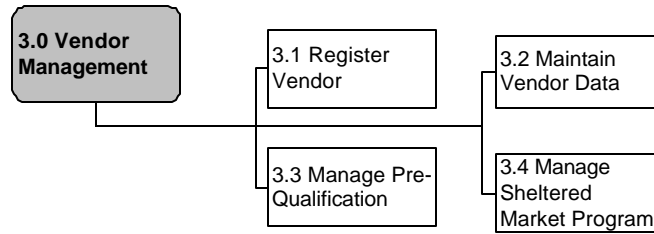
2.2 POST AWARD REQUIREMENTS TRACKING



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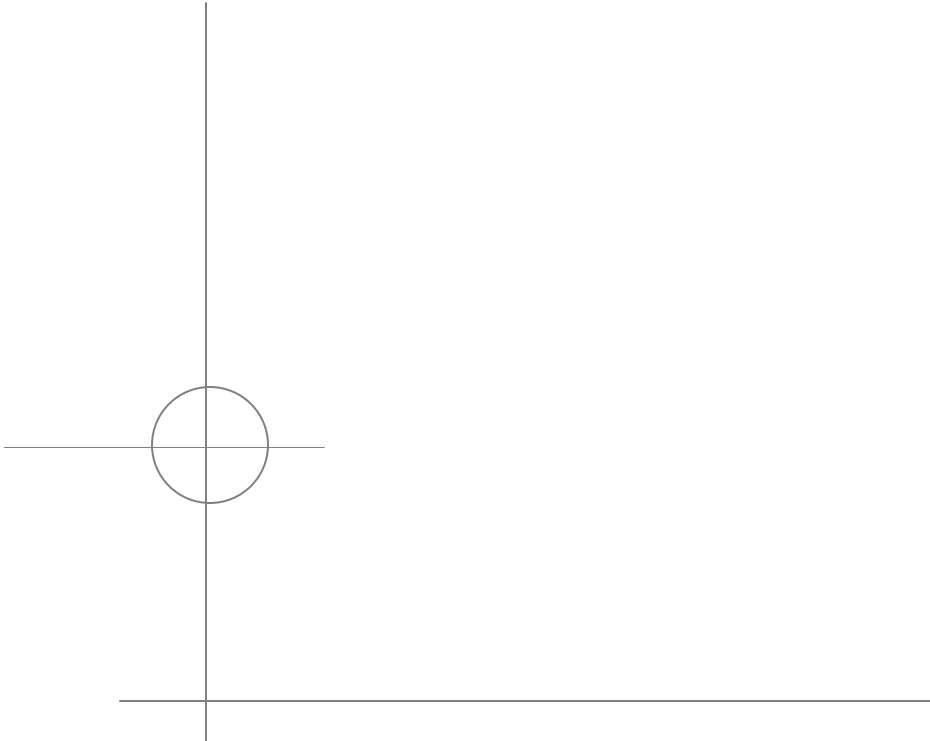
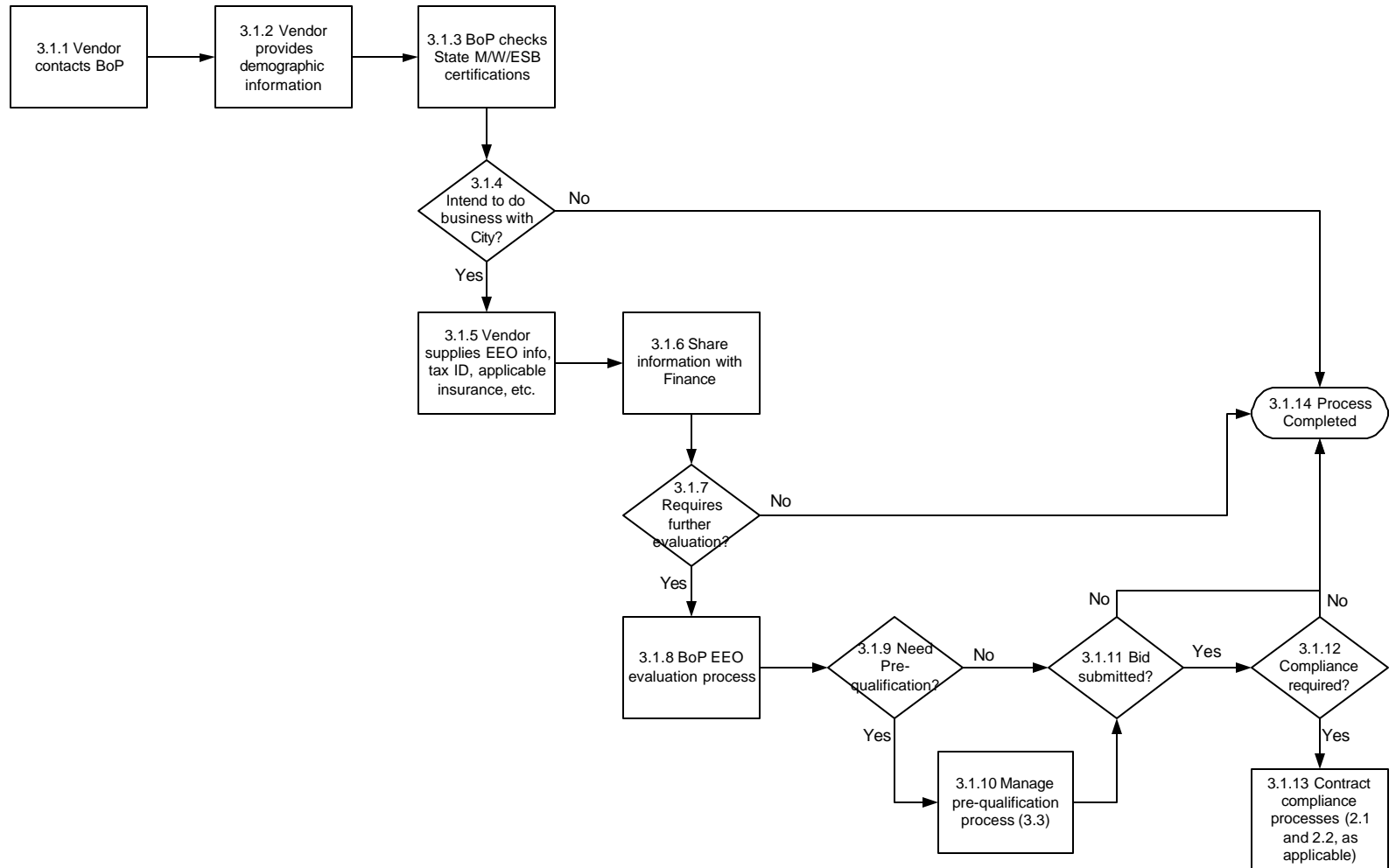
3.0 VENDOR MANAGEMENT



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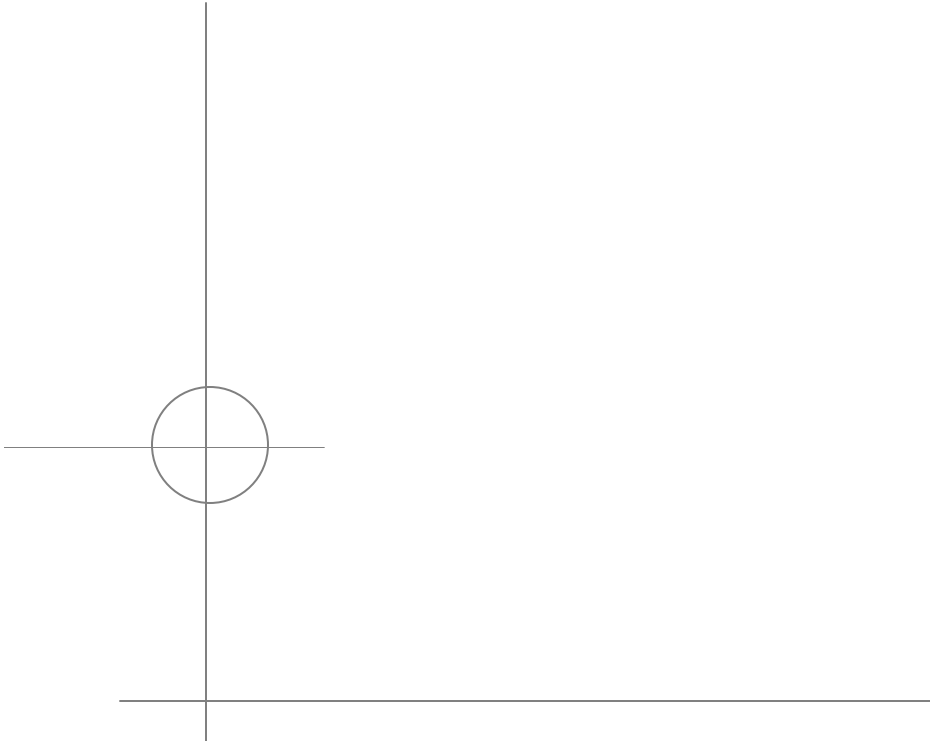
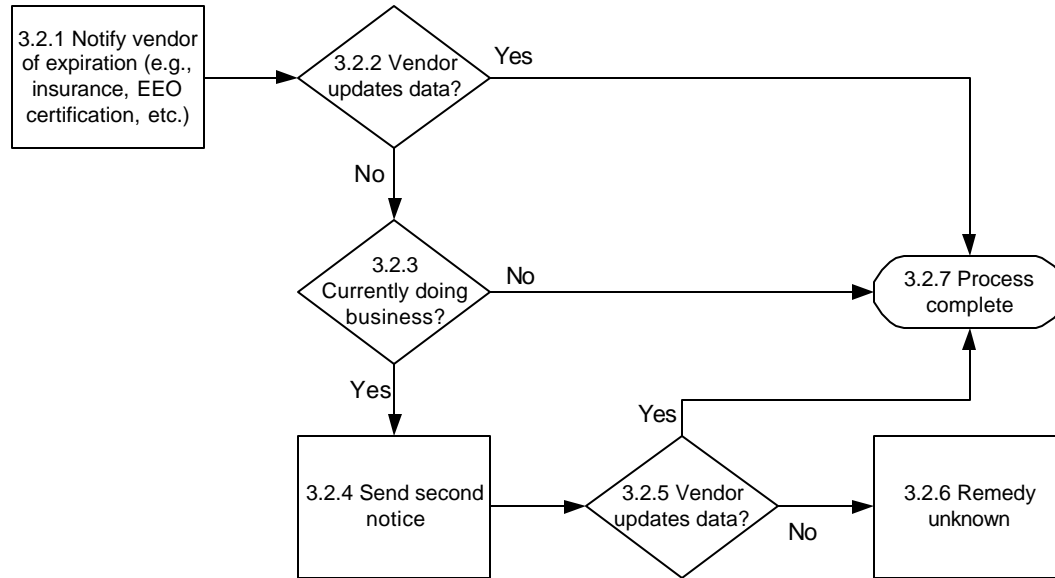
3.1 REGISTER VENDOR



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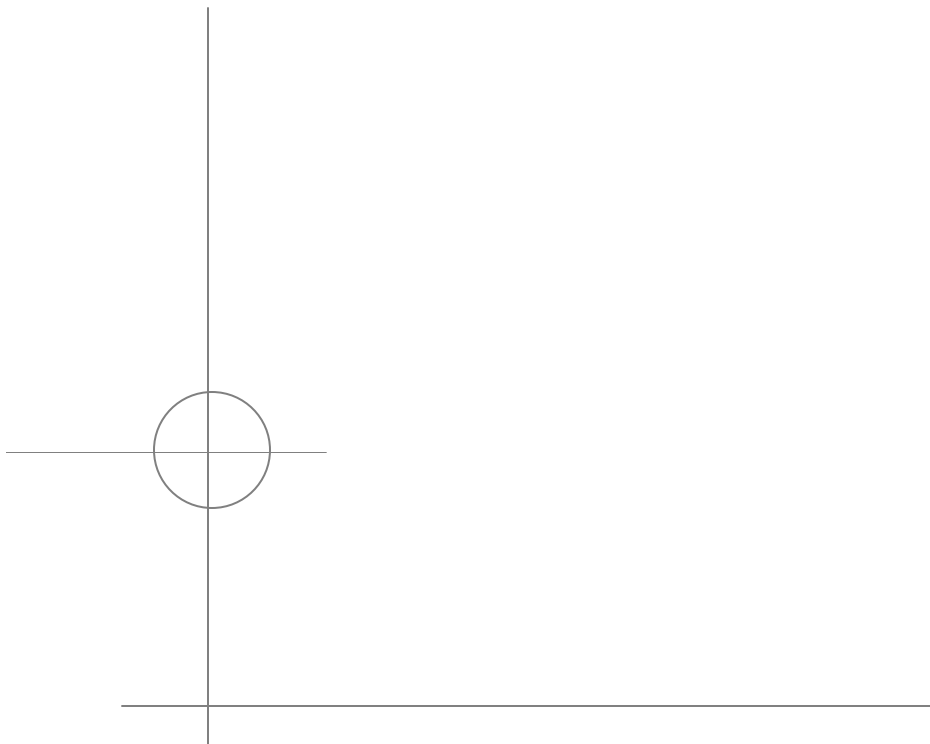
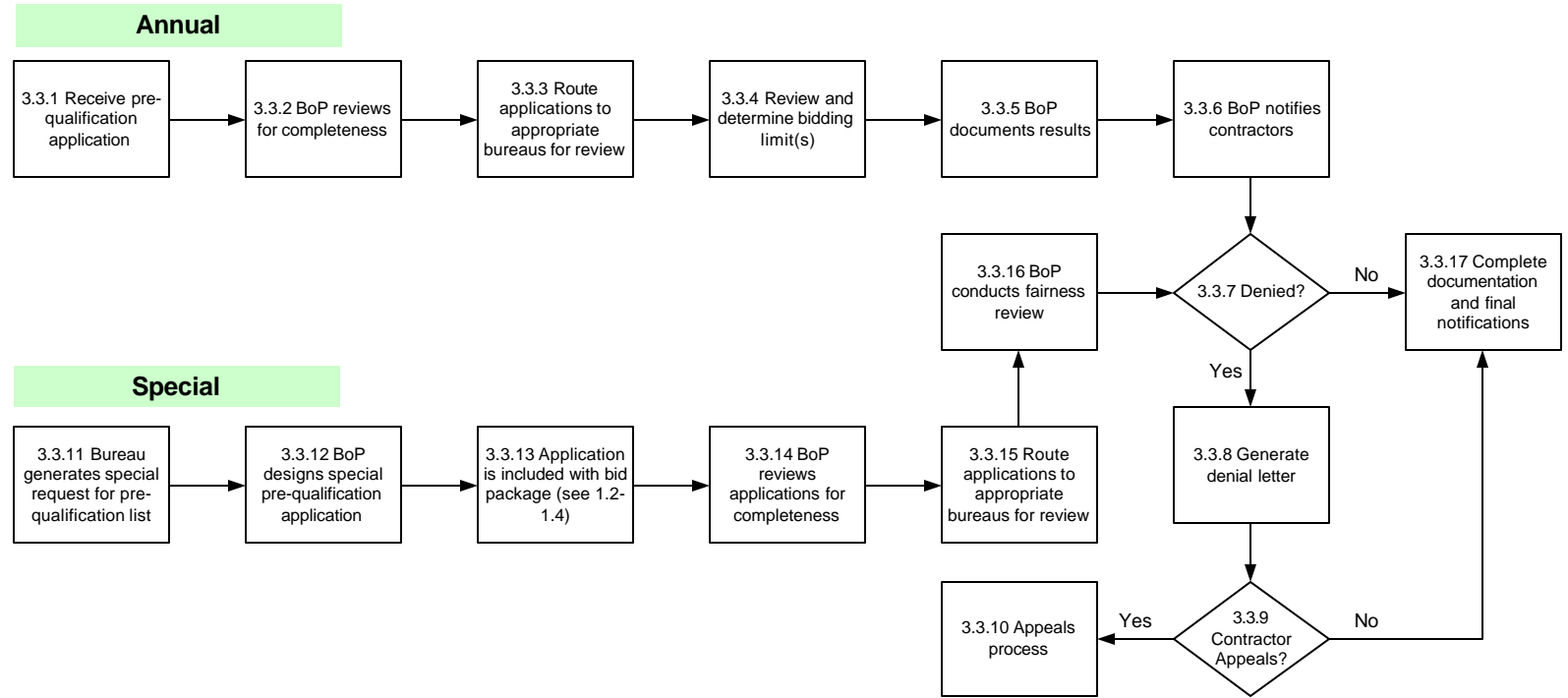
3.2 MAINTAIN VENDOR DATA



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3.3 MANAGE PRE-QUALIFICATION



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3.4 MANAGE SHELTERED MARKET PROGRAM

