

Fiscal Services Q & A for FS Updates Meeting Thursday, May 14th, 2020

Procurement

1. Q: Can we get a recording of the Payment Works training that happened on May 12?
A: Yes. Both sessions were recorded and will be uploaded to the Procurement website.

2. Q: Will we be able to see where the vendor registration is in the process?
A: Yes. Payment Works will have a progress bar to allow the end user to view the entire process.

3. Q: Can you explain how the process with a contract for service will work with an ePro?
A: A Requester will enter a requisition and attach the contract to it, then it will be routed for the necessary approvals. A buyer will enter the request into the Agiloft system, then the Contracts team will route to Legal. The contract will be returned to the buyer and end user with any changes that need to be made. The end user will agree/disagree to the changes and a redline copy as well as a clean copy will be sent out to the vendor for any negotiations. Once that process is complete and a clean copy has been signed by the vendor, the contract will be sent to whoever needs to sign in the KSU signatory process, then the buyer will be able to issue the PO. The buyer will send both the contract and the PO to the vendor and the end user.

- 3b. Q: So, the contract is to be attached without signatures, right?
A: Yes.

4. Q: So, the requesters are no longer submitting Contracts (unless they are non-Procurement contracts)?
A: Yes.

- 4b. Q: The Procurement buyer will be the one submitting on our behalf. Correct?
A: Yes. The buyer will initiate it, but the end user will be listed as the Point of Contact.

5. Q: Will Agiloft contain historical contract data?
A: This will not be seen right away, but it will be handled in phases for existing contracts.

6. Q: So, this is for contracts that are not for independent contracts, right?
A: For the most part. For example, if an independent contractor is being hired and will need to be paid, then it should go through the Procurement process and it should be attached to the ePro requisition. There may be exceptions to this if the dollar amount is very low and it's a one-time service or if someone is using an approved template by legal.

7. Q: What is the effective date of this change with procurement contracts?
A: At the open of FY21 with ePro.
8. Q: What training or Job Aids will be provided?
A: For Agiloft, there is a manual that UITS is working on with Agiloft to create and it will be rolled out in waves. For Payment Works, there will be job aids and there is already a recorded session that will be posted on the Procurement website.
9. Q: Will contracts in Agiloft be grouped by department or submitter?
A: Department
10. Q: Will we be able to view contracts submitted by procurement in Agiloft?
A: Yes.

Procurement Year End Updates

1. Q: Hopefully not, but what do we do if we need to order more COVID PPE for OEM
A: Certain departments can continue placing requisitions in June and those are Facilities, UITS, Public Safety and Auxiliary.
2. Q: Ryan, will the May 22nd ePro deadline apply to those Departments who may receive end-of-year funding from Academic Affairs?
A: If funds are received, the purchase would have to be from a state contract or existing state university contract since there would not be enough time for any competitive solicitations. Sole source would not be an option. Purchases would mostly have to be technology equipment that is on state contract or some service on one of the existing university contracts.