EASE Procurement Modernization

AEDC Minority Vendor Reporting System

Planning Estimate

Date: March 8th 2018

I.   Overview

The Arkansas Economic Development Commission (AEDC) currently uses a custom application to track, analyze, and report on Minority Vendor spend data. The Office of State Procurement (OSP) uses the AASIS application to track, analyze, and report on Minority Vendor spend data. Minority Vendor reporting results are provided to the Governor's Office on a periodic basis. Using two different applications for Minority Vendor reporting continues to produce inconsistent results. AEDC and OSP follow different business processes to classify Minority Vendors and the data used to report Minority Vendor spend are sourced from separate systems.

Additionally, AEDC has recently lost a key staff that maintained and enhanced the custom application producing the vendor minority reporting. The current AEDC staff can continue to produce the required Minority Vendor reporting, however it has become cumbersome and time consuming due to limitations in historical system knowledge.

AEDC has requested support from the DFA/DIS/OSP to develop a new solution to improve the accuracy of Minority Vendor reporting. This planning document provides an overview of the project to complete this work effort.

II.   Discovery Workshop Findings

The EASE Team has completed discovery workshops with AEDC and the DFA Minority Business Officers (MBOs). The key finding from these workshops is that there are currently four (4) sources for Vendor Minority identification which is the leading cause for inaccurate reporting of Vendor Minority spend.

1.   AEDC Portal – Approximately 2600 Minority Vendors as input by Minority Business Officers (MBOs)

2.   AEDC Directory Portal – Approximately 615 Minority Vendors as input by Vendors and maintained by AEDC

3.   OSP Bidding Registry – Interface to update the AASIS Minority Vendor Flag as input by Minority Vendors and approved by OSP

4.   AASIS – Approximately 2717 Minority Vendors as input by OSP and OSP Bidding Registry interface

III. Solution Approach and Scope

The goal of the solution approach is to produce consolidated and accurate Minority Vendor Reporting. To achieve this goal, the new solution must produce the required reporting from a single source system of data where the Minority Vendor indicator is maintained by a single source of responsibility. An overview of the recommended solution approach is below.
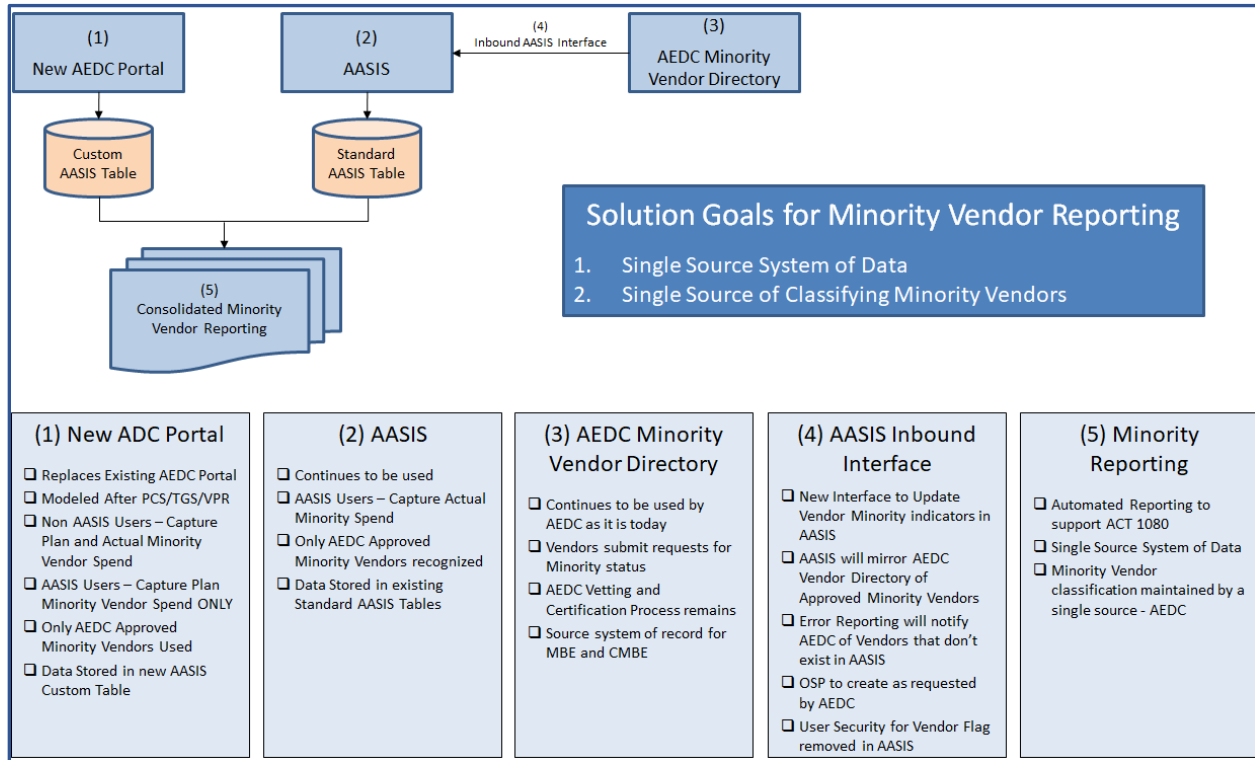
1. NEW AEDC PORTAL – The AEDC Portal application will be retired from future use. It will be replaced with a new portal application using the EASE solution framework (similar to the recently deployed PCS, TGS, and VPR applications). The new AEDC Portal will be used by non AASIS users to capture Minority Vendor planning and spend details. AASIS users will utilize the new AEDC Portal to capture Minority Vendor planning details only. The new AEDC Portal application will utilize an inventory of Minority Vendors approved and maintained by AEDC. The data entered into the new AEDC Portal application will be stored in a custom AASIS table(s).

2. AASIS – The AASIS application will continue to be used by AASIS users to capture Minority Vendor spend details. The AASIS application will utilize an inventory of Minority Vendors approved and maintained by AEDC. The spend data entered into the AASIS application will be stored in a standard AASIS table(s) as it is currently today.

3. AEDC MINORITY VENDOR DIRECTORY – The AEDC Minority Vendor Directory will continue to be used by AEDC to capture Vendor requests for Minority Vendor (MBE and CMBE) approval. The business processes surrounding AEDC vetting, approval, and certification will remain as it is currently practiced today. The AEDC Minority Vendor Directory will function as the source system of record for identifying Minority Vendors (MBE and CMBE). See item #4 below.

4. AASIS INBOUND INTERFACE – A new AASIS Inbound Interface from the AEDC Minority Vendor Directory will be developed and used to maintain an accurate inventory of Minority Vendors in AASIS. The interface will update the Minority Vendor indicator, as required, in AASIS on a daily basis. If the Vendor does not exist in AASIS, AEDC will coordinate the creation of the Vendor in order for the Minority Vendor indicator to be set by the inbound interface. User security access to change the Minority Vendor indicator in AASIS will be removed. With the deployment of this interface, AASIS will now match the AEDC Minority Vendor Directory which is the source system of record in the new solution. Note - updates to the AASIS Minority Vendor indicator based on information from the OSP Bidding Registry will also be removed.

5. MINORITY REPORTING – The new solution approach will produce automated planned and actual Minority Vendor reporting as required by ACT 1080.

IV.   Business Benefits and Justification

1. The integrity, accuracy, and timeliness of Minority Vendor Reporting will be restored. AEDC will be the single source for identifying Minority Vendors. Multiple sources for identifying Minority Vendor status will be eliminated.

2. AASIS users will no longer be required to perform dual entry for actual Minority Vendor spend data.

3. The new Minority Vendor Reporting solution will be enhanced and maintained by the DFA and the AASIS Service Center. AEDC will no longer be required to support, enhance, and maintain a custom application for Minority Vendor reporting (exception – Minority Vendor Directory)

4. The new Minority Vendor Reporting solution will provide automated reporting to support AEDC reporting requirements as outlined in ACT 1080

V.   Exclusions and Boundaries

1. Existing compliance and summary reporting is included in the scope of the project (as required by ACT 1080). Additional reports in the AEDC Portal application that are currently listed as "Coming Soon" are excluded from the scope of the project.

2. If a Minority Vendor does not exist when AASIS and Non-AASIS users are entering Minority Vendor planning and spend details, they must contact AEDC. AEDC will coordinate the review and approval of creating a new Vendor in the AEDC Vendor Directory.

3. Existing / Historical Data will not be converted from the old AEDC Portal application to the new AEDC Portal application. AEDC will be responsible for re-entering any historical data into the new AEDC portal as required and if necessary. This includes Minority Vendor plan figures for July 2018 plan vs. actual reporting.

4. AEDC will continue to follow current business processes for approving and certifying Minority Vendors. All approved and certified Minority Vendors (MBE and CMBE) will be located in the AEDC Minority Vendor directory. Business process improvements surrounding Minority Vendor approval and certification are not included in the scope of the project.

5. The existing Vendor Master data in AASIS will not be cleansed or consolidated.

6. There will be no integration with the AEDC Salesforce software.

7. The OSP Bidding Portal will not be enhanced or modified (exception – changes to remove the update of the Minority Indicator in AASIS).

VI. Estimated Implementation Timeline

The estimated implementation timeline is illustrated below for budget and planning purposes. The timeline includes a four (4) month implementation schedule followed by a one (1) month post go-live support period. The scope of the project will be prioritized and managed to not exceed the estimated

Project Activity / Task	March 2018	April 2018	May 2018	June 2018	July 2018
1. Requirement Gathering / Solution Design Workshops	**X**	**X**			
Requirement Workshops	X	X			
Solution Design Workshops	X	X			
Gap Analysis / Resolution	X	X			
2. Solution Design and System Development		**X**	**X**		
Functional Specifications		X	X		
System Development		X	X		
3. AEDC / OSP Prototype Reviews			**X**	**X**	
Solution Prototype Reviews			X	X	
4. Testing and Cutover				**X**	
Integration Testing				X	
Final User Acceptance Testing				X	
PRODUCTION CUTOVER				★	
5. Post Go-Live Support					**X**
Monitor System Use / Performance					X
Analyze / Repair System Defects					X

VII. Required Project Staffing

EASE Modernization Team
- ☐ Stephanie Mains – Project Manager
- ☐ Karl Foss – Project Oversight
- ☐ Sue Banasiewicz – Functional Analyst
- ☐ Spencer Begnaud – Functional Analyst
- ☐ Adam LaTour (Vendor) – Lead Solution Design Analyst
- ☐ Jan Gaddam (Vendor) – Technical Development

AEDC
- ☐ Patricia Brown – Minority Vendor Reporting SME
- ☐ AEDC TBD – Minority Vendor Reporting SME
- ☐ AEDC Developer – AEDC Minority Vendor Directory Interface

OSP
- ☐ Paul Ford – State Procurement SME
- ☐ Reba Thomas – State Procurement SME
- ☐ Jennifer Overstreet – State Procurement SME

VIII. Key Assumptions and Risk Areas to Consider

1. Project timeline and budget assumes as start date of March 12th 2018 and a completion date of August 3rd 2018.

2. AEDC will be required to create an outbound interface from the AEDC Vendor Directory according to the EASE Team specifications and project timeline.

3. The EASE Team understands that AEDC is currently revamping the existing AEDC Minority Vendor Directory application. These work efforts must be re-considered with the implementation timeline for this project.

4. Detailed solution design workshops will be conducted to finalize the conceptual design.

5. AEDC will be the single user community responsible for identifying Minority Vendors (MBE and CMBE).

6. When the new solution is deployed to production, there will likely be a measurable difference in reporting details when compared to prior reporting periods.

7. AEDC must be committed to the Project and participate as required during Solution Design Workshops, Solution Prototype Reviews, and Acceptance Testing.

8. AEDC will function as the owner of the business processes surrounding Minority Vendor Reporting and function as the lead Business Process SME. OSP leadership will provide support and guidance to AEDC and EASE Team as requested and required.

9. Non AASIS Procurement users (Colleges, Universities, Highway) already have access to AASIS (PCS, TGS, VPR). The EASE Team is assuming that this same group of users will enter Minority Vendor planning and spend details into the new AEDC Portal. Additional AASIS Licensing is not required.

10. The scope of the project will be monitored closely. All scope requests must be reviewed and approved with the Project's Governance Committee.

IX. Relevant ACT 1080 Content

The content of ACT 1080 relevant to this project is included below for reference purposes.

Act to amend the minority business economic development act

15-4-307

Council shall make annual reports to the Governor to include the following:

1. *Summary of the state's performance in relation to the goals*
2. *Recommendations for modifications to the division/agency plans for improving statewide performance*

Each state agency shall annually submit the agency's plan to reach its goals for the coming fiscal year

1. *Submit by June 30*
2. *Contain name of state agency*
3. *Contain signed policy statement committing to strengthen MWBE*
4. *Identify the MBO name*
5. *Establish timeframe to reach goals*
6. *Contain way of achieving goal and compliance plan*

15-4-308

AEDC shall:

1. *Maintain directory of MBOs*
2. *Provide management and technical assistance*
3. *Maintain current directory of MWBE*
4. *Make directory available to state agencies and MBOs*
5. *Be a central clearinghouse for state contract information*

15-4-311 (same as above)

Each state agency shall annually submit the agency's plan to reach its goals for the coming fiscal year

1. *Submit by June 30*
2. *Contain name of state agency*
3. *Contain signed policy statement committing to strengthen MWBE*
4. *Identify the MBO name*
5. *Establish timeframe to reach goals*
6. *Contain way of achieving goal and compliance plan*

15-4-312

State agencies to submit spend reports bi annually

1. *Submit within 15 days of end of each period*

2. *Submit report to AEDC*
3. *Total procurement for all state contracts except exempt contracts*
4. *Include dollar value and percentage of state contracts, per agency, awarded to MWBE*

15-4-12 State agencies to submit reports

Within 15 days of the close of each six-month period, each state agency shall submit a report to the Minority and Women-owned Business Advisory Council summing up total procurement for all state contracts, except exempt state contracts of the state agency, and the dollar value and the percentage of the state contracts of the state agency awarded to minority business enterprises and women owned business enterprises.

15-4-315

Small procurements

1. *A procurement not exceeding $40K, can be ordered without competitive bids if buying from Certified MWBE*

X.   Approvals

Office of State Procurement
By:
Name: Edward Armstrong
Title: OSP Administrator
Date: 11/24/15

Department of Finance and Administration
By:
Name: Ken Williams
Title: DFA Chief Information Officer
Date:

Arkansas Economic Development Commission
By:
Name: Patricia Brown
Title: Director of Minority and Women-Owned Business Enterprise
Date: