

HOW TO PREPARE AN EXCEPTIONAL WAIVER PACKET AND RPA AUTOMATION UPDATE

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Solving the Procurement Puzzle



In the news ...



Solving the Procurement Puzzle



Introduction

- A waiver packet which includes all necessary information and approvals will be approved quickly and without delay.
- Whether the packet is being submitted in the format currently used today or in an electronic format, the basic elements of the waiver packet are the same.
- Ask the question – If I knew nothing about this procurement, would the waiver packet provide me with enough information to allow me to validate the need for the request?



What is an Exceptional Waiver Packet?



- Contains all the necessary forms
 - Forms are filled out completely
- Provides a statement of what would happen if this waiver were not approved.
- Proper signature authority
- Allows sufficient time for review and approval (eight weeks before any procurement is scheduled).



What is an Exceptional Waiver Packet?



- Packet can answer six key questions
 - *Who?*
 - agency, key stakeholders, customers, vendors
 - *What?*
 - specific request
 - State/federal law requiring procurement
 - *Where?*
 - position, place
 - *When?*
 - time, occasion, moment, frequency
 - why the length of contract is proposed
 - *Why?*
 - reason, explanation of why needed
 - why competitive bidding cannot be done
 - why it is more efficient to contract
 - Why another state agency cannot be used
 - *How?*
 - how often, how much, how will it be done



What is an Exceptional Waiver Packet?



- Contains information to further support request.
 - Quotes, technical specification brochures, information on supplier
- If reoccurring waiver, copies of previous year(s) approved RPA's and Governor's Case Letters.
- Includes previous year's spend information. If anticipated spend is split between programs or years, a summary of the split is provided.
- Justification memo which is clear and concise and addresses the 6 key questions.



What is an Exceptional Waiver Packet?



- A letter or statement from the company certifying that it is the sole source for the product and/or service.
- If there are similar products in the market what specifically makes this particular product unique?
- A Public Notice has been posted and a screen shot of notice has been provided.
- CBA included if necessary and if not necessary a valid statement addressing CBA exemption.



What is an Exceptional Waiver Packet?



- Attention has been given to the PRO pieces and agency has done the “proof” test that the RPA meets the criteria for the type of waiver being requested.
- Consideration of Administrative Code
- Market value/analysis has been proven



When is a **RUSH** a **RUSH**?



- A true **RUSH**, in general, can be described as:
 - Emergency- not to be confused with a Governor's Declaration of Public Emergency
 - RFP/RFB has been delayed due to delays in the process
 - Significant time constraints



Questions



RPA AUTOMATION UPDATE



RPA Automation System Benefits

- Time Savings
 - Eliminates unnecessary delays in the approval process
- Supplies/Materials Savings
 - Forms now electronic
 - Printing only required in certain instances
 - Record storage and retention (reduction of physical storage of records)
- Increased Transparency
 - Central repository
 - Approval and workflow fully auditable
 - Improved record request turnaround time
- Business Analytics and Performance Improvements
 - Reports available on approval time
 - Agencies can see in real time what phase their request is in



RPA Automation System Changes for Agencies

- Agencies will be informed and trained on which forms are being revised and how to use the new system
- Agencies will be required to upload documents electronically and complete web forms versus using manual forms and paper
- Access to application is separate from VendorNet and agencies will use IAM and password to login
- Use of a new justification form (replacing DOA-3046)
 - Standard set of questions and format for justification memo; agency signs memo itself
- Automated approval and workflow in system



CONCLUSION

Thank you for your participation in this session!



