

State Responses to Vendor Questions for  
**NDERFI2303**

Question	Answer
Is there currently any vendors performing any of the required services?	Currently, NDE does not have a vendor for this type of work. All work is done in house.
If not, is it all being done in house?	NDE is using a word document that is routed via Adobe Sign to various individuals for their review and approval. As far as requesting payment on a contract, that is done by submitting an invoice and all appropriate backup documentation of expenditures and deliverables via email to the Office responsible for the management of the contract. That is reviewed by the Office and forwarded to the NDE Central Accounting Help desk for pre-audit and payment. Payments are tracked in an Excel spreadsheet as well as the State Accounting System.
In addition to Workday and Enterprise 1, please provide a list of the "other procurement related applications" as noted in the RFI that will require integration with the solution.	NDE does not currently have an actual procurement system. Any system would have to be able to integrate with the State's Workday (HR) and Enterprise 1 (Payroll and Financial System) Systems. The Workday system would provide the hierarchy for the Department and Enterprise 1 would be for the procurement system to send contract payments to and purchase goods payments.
What is the current legacy system(s) that will be sunset?	At this time NDE does not have any legacy procurement system.
Currently is the sourcing or the procurement of goods and services being done by paper?	
How are requests submitted for procurement? Request submitted to the department or there is a planned process or start from scratch?	Depend on the request type is it goods or services. Service requests go through contracting process. Goods requests needs creation of DPA (Direct purchase authorization) and is submitted to the administrator for approval and goes for procurement manager approval.
what are some of the pain points in procuring those services today?	Following process steps, unclear process, and lacking in getting approval from procurement manager.
Is the procurement process decentralized	Yes, as the process initiation starts from each office as per the request as per their requirement.
Are RFI or RFP are run by offices or through procurement manager	Managed by Program Specialists and few other people who are aware of the process. After contract creation, reviewing, and finalization cost involved is determined.
Is cost involved process done separately and involved separate approvers?	No, it is the part of contract document and goes through office where the request came from, then it is routed to legal department, HR department, and fiscal department for their review and for their recommendations or any changes or additions.

Does the sourcing events like RFIs, RFPs, and RFQs published somewhere?	Yes, it gets posted on State Department of Administrative Services, Material Division on their website and on NDE website.
What are the different types of contracts you have currently in use?	Contracts greater than \$2K that was set by State Statute and these not very many in number. Greater than \$4K known as letter contract, and
Purchases that are less than \$2000 would your process still be, you know, create that agreement and then do your purchase? Or would you have that purchase order be the agreement with the associated terms and conditions?	Currently we use a contract form that has all the requirements. The offices have to do is add the contractor that they're contracting with along with then the scope of the work as well as in the consideration. Office then send contract for approval for review and approval to procurement manager.
Are these contracts one time purchase or they are recurring?	Yes, they are one time purchase or sometimes help in creating rules and standards. And also, the cost cannot be more than \$1999.99.
How are the contracts greater than 2000 uh, how are you leveraging any prebuilt templates and clauses for service contract and material contract?	Yes, we are. Both of them are different requirements. Contracts have a separate template along with appendices and have different legal requirement based on the contract if it's getting create for individual or business.
Is Adobe sign being currently used, but also you requested that the system includes E signature. Are you planning to sunseting Adobe or continue using it	We are planning to continue using it. We were using it for routing purposes and for signatures so that when office sends it to our starting point, as far as tracking it, it gets contract number added to it and then it's tracked within that Adobe sign. As it will help keeping all the signatures and track all the changes.
Is Adobe sign as kind of the repository for those contracts or are you pulling them somewhere else?	No, they are being saved somewhere else. Everything goes into a contract package and that all is saved in a file.
How are contract greater than \$2K get purchased?	The contract after it is signed by everybody, then the contractor can begin the work for the service. They then send an invoice to the department when they again all depending on what it says in the consideration, what they have to do. But let's take a basic one that they have to submit an invoice, and it may the consideration may say that they have to provide umm time cards for the individuals that worked on it, so that we know how many hours they work, how much we're being charged per hour, all those kinds of things as well as in umm, if there was a budget that indicated. Everything is saved within a PDF file and anybody can track through that file.
How is time keeping done currently?	They can do it through their own systems. We use Kronos for our time keeping.
How is employee travel and pre-approval is considered?	We have a system. But we are looking for something where employee can request for travel,

	fill information, submit receipts, review it, and can get reimbursement after approval.
Do you utilize punch out catalogs or catalogs for big box vendors?	That is done through state and we their contracts and it is done separately through a different process.
When purchasing from those state contracts, did they have a system for that or are you just then of course, taking their terms and their pricing and applying it through your own process?	Office Depot does have that process and few people from NDE can order from there.
Do you have inventory management system today?	Partially yes, we have fixed asset accounting system for tracking equipment management.
How do you guys look at revenue and what is your revenue?	Our revenue is basically like 86% of the department is federally funded and UM there is set up its via grants and the way we have it set up in our accounting system, our state accounting then draws on our actual expenditures.