

**Early Adopters | Statewide Procurement Consolidation
Frequently Asked Questions – as of September 22**

#	Question	Answer
1	What is the 'early adopter' program? <i>*Updated*</i>	<p>Several departments (DEC, DEED, DOR and DOA/DMV) will be early adopters of Statewide Procurement Consolidation. The Office of Procurement and Property Management (OPPM) will be working with early adopter departments to determine the optimal date for transition.</p> <p>What does this mean? Procurement managers in early adopter departments will have a supervisor change so that they report to the Deputy Chief Procurement Officer in OPPM. There are no other changes.</p> <p>This is an exciting step forward! Early adopters will lead the way and streamline the transition process so that there is minimal impact to departments. Early adopters will also be crucial in the overall success of Statewide Procurement Consolidation by helping to define and standardize new procurement processes.</p>
2	Who will pay salaries for positions that transfer to DOA?	In FY21, departments will continue to pay salaries for procurement staff that are transferred to DOA. In FY22, DOA will pay salaries and will use the RSA process to bill for the positions.
3	Who is responsible for assignment of day-to-day tasks? <i>*Updated*</i>	<p>To ensure a smooth transition, assignment of tasks will work similar to DTOs; department staff will direct department-related work. Evaluations will be a collaborative effort.</p> <p>There will be some consolidation-related tasks that DOA will assign to procurement staff. Staff will be providing input on workflows, processes, etc. OPPM will be mindful of current workload, but appreciates on the ground expertise, hands-on knowledge that staff can bring to developing the new processes.</p>
4	How will security and file access work?	<p>In FY21, procurement staff will remain assigned to their department in HRM and Directory areas. IRIS security roles will remain the same. VPN will be the responsibility of their department.</p> <p>Transfer to DOA is planned to occur with the FY22 budget process. New IRIS security roles will be created to allow access across departments, similar to SSOA A/P and ASDs. DOA is working with Division of Finance to create and test the new IRIS security roles.</p>
5	How will equipment transfers work?	<p>In FY21, there will be no change.</p> <p>In FY22, when DOA assumes budgetary responsibility for the positions, equipment assigned to procurement staff will transfer with them and maintenance/replacement will shift to DOA budget.</p>
6	Will positions change office locations?	No. Similar to DTOs and OIT help desk staff, procurement staff will remain in departments to ensure a strong understanding of the unique issues faced by the departments they are serving.
7	How will legal consulting costs be handled?	Departments will continue to pay for legal consultation costs, Any legal consultation requests initiated by procurement staff will be approved by the director of the departments served.
8	What is the effective date of supervision change?	OPPM will be meeting with the department(s) to determine the best date for the change. Departments may transition on different dates depending on the agreement and wishes of the Department.

#	Question	Answer
9	Will there be any changes to current flex agreements?	No, there will be no changes to current flex agreements in FY21.
10	Will there be changes to current telecommute agreements?	No, there will be no changes to current telecommute agreements in FY21.
11	Who will approve leave requests? <i>*Updated*</i>	Leave requests will be coordinated between the department and the DOA supervisor. Leave requests that have already been approved will be honored; please communicate the leave to OPPM so that it can be added to the leave tracker.
12	Who will sign timesheets?	Timesheet approval will be coordinated between the department and the DOA supervisor.
13	How will the hiring process work during the early adoption program?	The department will be responsible for managing the hiring process (advertising, hiring and recruitment efforts) until the position formally transfers to OPPM in FY22. However, it would be prudent for OPPM to have least one representative on the interview panel serving in an advisory role.
14	How will file sharing happen? <i>*New*</i>	Ultimately would like privileges in IRIS, but in interim use SharePoint to share files for coverage. If the department is comfortable, they could grant OPPM access to files now. Departments can make the call in case the files have more information than procurement.
15	If replacement equipment is needed, who pays? Who should the employee ask if they need new or additional equipment? <i>*New*</i>	Since the employees are still supporting the departments and the departments are still paying for them, equipment remains the departments' responsibility until FY22. Beginning in FY22 equipment becomes OPPM's responsibility.
16	There was a kaizen on procurement that most departments participated in to develop the most efficient way to do procurement. Is that going to be used as a roadmap? <i>*New*</i>	Procurement is moving away from paper and hard files. There's a cost savings in going paperless. The federal government started moving toward paperless a decade ago. That is path forward — digital. That might be IRIS long-term, but it is IRIS for sure in the short-term. If IRIS doesn't meet OPPM's needs, they will explore options, but for the next 24-36 months it will be IRIS.