

# Iterative Project Report for Programs & Multi-Year Phased Projects

Submitted to Project Oversight on 08/23/2024

## GENERAL INFORMATION

**Program/Project Name:** Procurement Automation

**Agency Name:** Office of Management and Budget

**Project Sponsor:** Sherry Neas

**Project Manager:** Jacob Chaput

## PROJECT DESCRIPTION

In 2019, the North Dakota State Legislature funded a study program to look at replacing legacy systems with modern, automated, procurement automation tools. Office of Management and Budget (OMB) conducted the study with the participation of North Dakota University System (NDUS) utilizing a third-party vendor.

The study resulted in a solution recommendation consisting of six “automation workstreams.” They are Procure to Pay, Sourcing Management, eMarketplace, Vendor Enablement, Contract Management, and Data Analysis. The Procurement Automation program seeks to procure and implement the six workstreams in an Enterprise capacity.

As OMB has a statutory requirement to provide a website of current information regarding North Dakota government procurement opportunities in order to inform potential vendors of the commodities and services sought by state agencies and institutions. OMB state contract information must be made available to all levels of government entities participating in cooperative purchasing.

## BUSINESS NEEDS

- The State lacks a common, efficient purchasing experience for the State’s buyers (central procurement, state agencies, and universities), and vendors.
- The State lacks standardized, consistent, traceable, and transparent procurement business processes across agencies and universities.
- Procurement processes lack sufficient governance and oversight.

## PROGRAM/PROJECT FORMAT

**Program/Project Start Date:** 06/23/2021

**Budget Allocation at Time of Initial Start Date:** \$2,021,204

**How Many Phases Expected at Time of Initial Start Date:** 2

**Phase Approach Description:** The program will deliver full and partial workstreams within phases and funding allows.

**Estimated End Date for All Phases Known at Time of Initial Start Date:** 06/30/2025

## PROGRAM/PROJECT ROAD MAP

The program road map shows the high-level plan or vision for the program/projects/phases. It is intended to offer a picture of the lifespan of all the effort that is expected to be required to achieve the business objectives.

Project/Phase	Title	Scope Statement	Estimated Months Duration	Estimated Budget
Project 1	Solicitation and Contract Management	This project will procure and implement an enterprise solicitation and contract management solution that will be used by OMB, Higher Education, and participating agencies and institutions. The new solution will be integrated with State and Higher Education's PeopleSoft ERP and Identity Provider systems to obtain necessary data and authorization. Upon successful implementation, the legacy system will begin to be deprecated.	52	\$2,503,169
Project 2	TBD	TBD	TBD	TBD

### Notes:

In the 2025-2027 biennium, the OMB and NDUS project team will be focused on supporting the new system and onboarding new users. Project 2 scope will be determined based on team availability and funding in 2027-2029 biennium.

## PROJECT BASELINES

The baselines below are entered for only those projects or phases that have been planned. At the completion of a project or phase a new planning effort will occur to baseline the next project/phase and any known actual finish dates and costs for completed projects/phases will be recorded. The iterative report will be submitted again with the new information.

Project/Phase	Project/Phase Start Date	Baseline End Date	Baseline Budget	Funding Source	Actual Finish Date	Schedule Variance	Actual Cost	Cost Variance
Project 1	06/23/2021	10/03/2025	\$2,503,169	General/ NDUS/ BND				

### Notes:

Project 1 required additional time for procurement to explore vendors, leverage the NASPO eProcurement Solutions and Services contract, and include additional agencies in the process. Along with General Funds, \$40,000 was provided by NDUS for a proof-of-concept and \$32,020 was provided by BND for business process modeling.

## OBJECTIVES

Project/Phase	Business Objective	Measurement Description	Met/Not Met	Measurement Outcome
Project 1	Increase the number of competitive solicitations conducted using the enterprise solicitation system.	Increase competitive solicitations conducted on the enterprise solution by +15% (97 solicitations) within the first year after implementation.		
Project 1	Reduce late annual state contract spend reports by 30% within one year after implementation.	Compare 2019 – 2021 SPO Online State Contract Spend Report to Procurement Automation Spend Reporting.		
Project 1	Migrate 25% (75) of OMB managed state contracts to Contract Management System within 1 year after implementation	Compare State Contracts in old and new system (299 State Contracts as of Aug 27, 2021).		
Project 1	Track 10 Major IT contracts on the Contract Management System within 1 year after implementation	Compare new and old system Active/Inactive Major IT Contracts (Approximately 80 Active/Inactive Major IT Contracts as of Aug 27, 2021).		

## KEY LESSONS LEARNED AND SUCCESS STORIES

A lessons learned effort is performed after each project or phase is completed. This process uses surveys and meetings to determine what happened in the project/phase and identifies actions for improvement going forward. Typical findings include, “What did we do well?” and “What didn’t go well and how can we fix it the next time?”

Project/Phase	Key Lessons Learned and Success Stories
Project 1	TBD

## KEY CONSTRAINTS AND/OR RISKS

- Project team time is limited outside of planned project activities
- Program sponsor must be available to make timely escalated design decisions
- System design may impact existing procurement processes
- NDUS and State utilize separate supplier databases
- No additional funding for new workstreams will be requested in 2025-2027