

**National Electronic Commerce Coordinating Council Survey
Purchasing Electronic Commerce Systems - Vendor Survey**

Vendor Name: *Information Management Specialists, Inc. (INFORMS)*_____

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Name(s) of Product(s) and Modules	Functions Performed		
	Purchasing, Consumables, etc	Platform Used	Cost
Advanced Government Purchasing System (AGPS)	Purchasing	IBM Mainframe or Unix	\$97,500 to \$234,000 NOTE: Price depends on number of users and/or platform/configuration.
Contract Financial Management System (CFMS)	Contract Payment and Financial Management	IBM Mainframe or Unix	\$47,500 to \$127,000 NOTE: Price depends on number of users and/or platform/ configuration
WEBVen	Internet Vendor Registration for Commodities, Service Areas and Vendor Profile Information	Windows or Windows NT	\$30,000

System architecture - i.e. Mainframe, Client Server , Web

Mainframe and/or Unix

Operating system(s) - i.e. PC, LAN, WAN, DOS, Windows, NT, 95, 98, Macintosh

???

Hardware requirements

- Processor, 386, 486, Pentium, Pentium II, Pentium III
- RAM
- Harddrive

Minimum - 486-66MHZ, 16MB RAM, 20MB on LAN Server OR Desktop

Type of application Single user, LAN, WAN, Enterprise

Windows or Windows NT

Client server? Explain

Enterprise

Type of client(s) and how updated - Thin, Full, etc.

Thin and push

Networking and versions required and supported - i.e. Banyan, Novelle, NT, etc.

Banyan, Novell, NT, etc.

Programming language(s) from which the application was created - Powerbuilder, C++, HTML, other web programs
COBOL and C++.

Computer platform used - Mainframe, AS 400, Sun, Client server

IBM Mainframe or Unix

Accounting systems integration and method of integration

American Management Systems, Advantage Financial Sysytem (AFS), On-line integration for pre-encumbrance, encumbrance and payment.

KPMG, STARS, On-line integration for pre-encumbrance, encumbrance and payment.

Is the system capable of long accounting streams, what is the number of characters available for the accounting stream?

Virtually unlimited. The current maximum for "Chart of Accounts" information is 99 characters. However, this information is assembled with other related information such as Dept./Agency and document FY that are normally contained in the Requisition, Order or Payment databases.

Other known third party interfaces- SAP, People soft, mechanical maintenance systems, consumable supplies systems, menu planning systems, etc

Inventory System Interfaces - ICS from American Management Systems, PC based Inventory System from SCT

E-Commerce Interfaces – Web based catalog search tools and on-line orderings tools such as BuySite and MarketSite from Commerce One.

Data warehousing - Does the application utilize a data warehouse? What database programs and versions support the database? i.e. Oracle, Sybase, etc.

The application is an enterprise wide database where data extracting is accomplished using several different tools.

Reporting - Does the application have a report generation system? Can other report programs easily use data from the application. i.e. Crystal reports, etc.

We recommend that clients use report generation systems that are currently in place for the database/platform in place for the Advanced Government Purchasing System. Crystal reports, Infomaker and others work well for this purpose.

Contract catalogues - Does the application(s) support internet catalogues? Briefly explain.

Yes. When interfaced with an internet based catalog search tool such as those described above.

Maintain internet catalogues - Strategy for maintaining internet catalogues. Contractor maintained catalogue, business maintained catalogue, etc.

The Vendor that supports such tools as those described above can best answer this question.

Internet sites - Provide an example of internet site(s) which have internet catalogues. Provide a name of a contact person and telephone number which might be published. See answer above.

Annual maintenance costs - What are the annual application maintenance costs and what do they include?

Annual maintenance includes 1.) consultation for a reasonable amount of time by telephone during the normal business hours to assist in the use of the Software. 2.) Computer program code to correct any errors in the Software which cause it

to deviate materially from the specifications for the Software. 3.) All enhancements to the Software which are developed and made available at no charge to other licensees of the Software. 4.) Investigation and correction of suspected errors at our offices to the extent possible. Currently, annual baseline maintenance costs 15% of the prevailing AGPS license fee for the configuration installed.

Help desk or vendor support - What are the vendor support days and hours? How are client calls first handled? i.e. real person answers, automated call system, etc

The phone support described above in the maintenance discussion includes calls directly to our support personnel and not an automated call system. Our support days and hours are Monday through Friday 8am to 5pm Central.

Electronic signature capable - Is the program electronic signature capable? Explain

Yes. In effect, electronic signatures are allowed through our extremely comprehensive electronic approvals process. In addition, digital signatures can be made a part of system outputs such as purchase orders.

Purchasing Functions

Vendor management activities

☒ Yes ☐ No Vendors are automatically purged?

☒ Yes ☐ No Vendors are automatically selected, with policy priorities factored (minority and small business)

☒ Yes ☐ No Notice distribution of Invitation to bids and Requests for proposal via

☐ Yes ☒ No email

☒ Yes ☐ No FAX

☒ Yes ☐ No hard copy

☒ Yes ☐ No other. Explain: Posting Bid Notice on Client Web Site

☒ Yes ☐ No On demand electronic distribution of ITBs and request for proposals

☒ Yes ☐ No FAX on demand system

☒ Yes ☐ No Internet download, explain

Clients Web Site would allow or dis-allow this function.

☐ Yes ☐ No No other - explain

☒ Yes ☐ No Vendor performance

☒ Yes ☐ No Vendor notes screen

☒ Yes ☐ No Vendor performance screen

☒ Yes ☐ No Vendor notes and performance screens linked

Purchase Orders

☒ Yes ☐ No Can forms be easily modified

☒ Yes ☐ No Do purchase orders look as they are printed? If print preview such as Page Center from LRS is used.

☒ Yes ☐ No Can blanket purchase orders or contracts be used?

☒ Yes ☐ No Can contracts be searched for goods and services, how?

Through indication of the commodity desired and where the item(s) are to be shipped. The system will return all contracts that contain the item(s) and will ship to the desired location.

Invitation to bids

☒ Yes ☐ No Are Invitation to Bid templates available

☒ Yes ☐ No What standard PC Suites software can be used used? i.e. Microsoft Office, Groupwise, Lotus Suite

Any word processing package that the client desires can be utilized to upload and download ITB text templates from the AGPS.

☒ Yes ☐ No Ability to use standard terms and condition language

☒ Yes ☐ No Ability to choose standard language for each invitation to bid or RFP

☒ Yes ☐ No Ability to modify standard language for each invitation to bid or RFP

☒ Yes ☐ No Can the invitation to bid be downloaded from internet, How? Client Web Page typically determines this.

☐ Yes ☒ No Sealed bids - can the system handle sealed bids? Vendor provides electronically and sealed in a system until date and time for bid opening. Explain

Purchase orders and contracts

☒ Yes ☐ No Can appropriate Terms and conditions be copied to purchase orders and contracts, how?

The user simply "checks a box" to indicate that they desire specific terms and conditions to be copied to the resulting order(s). The system copies the text automatically if the user has indicated so.

☒ Yes ☐ No Can Purchase orders and contracts be printed at remote locations? How?

Through the use of VPS/PCL from LRS and other similar products (XPAF from Xerox) remote printers can be indentified and associated with users or agencies to direct laser print to a specific printer. Any HP compatible printer that can be addressed by the print spooler can have AGPS documents routed to it.

☒ Yes ☐ No Online requisitioning from agency customers, How?

Agency customers only need to have connection to the application through the clients workstation with access to the requisitioning screens in the AGPS. The detailed on-line help will easily walk them through the completion of the requisition, including the routing of the requisition to the purchase authority for that requisition (delegated or centralized)

☒ Yes ☐ No Is System capable of electronic routing and approvals. Briefly explain.

Comprehensive electronic approvals can be set up to re-create the clients approval chain including approvals for internal agency purchases, financial approvals (for purchase and payment), delegated authority limit approvals, commodity purchase approvals (such as for telecommunications equip.) and others, including indication of who should approve (as well as approved alternate approvers) for each agency for each type of approval.

☒ Yes ☐ No Is system capable of workload assignment and status. Briefly explain.

Through use of management tools (screens) in the system, current workload for a team of individuals can be easily viewed and changed to shift the workload, if desired. The status of all documents is carried automatically by the system. The status of documents is managed by users and/or the system (as appropriate) to allow latest status of documents to be viewed and managed as discussed in the workload tools mentioned above.

☒ Yes ☐ No Will system document purchasing process milestones or timelines? Briefly explain.

The system allows "expected" times of completion to be indicated for milestone events for different documents and degrees of difficulty. This allows AGPS to compare actual completion of milestones to "expected" and present the results to managers.

☒ Yes ☐ No Will the system provide leadtime analysis

☒ Yes ☐ No Will the system record and prompt for pending actions?

☒ Yes ☐ No Does the system have commodity code capability? How does the keyword search work? What commodity codes are usually used?

Yes. Typically, clients use the NIGP code (to the 5 position class and sub-class description level). AGPS allows a more descriptive "item" level that can be used as well. The key word search in AGPS allows keywords to be associated with commodity codes/descriptions. Users key in the key word(s) that they are searching for and the system searches serially and returns a list what it finds beginning with the key word value(s).

☐ Yes ☒ No Does the program allow for forms to be downloaded? How?

However, text associated with terms, conditions, specification and commodity descriptions can be down loaded.

☒ Yes ☐ No EDI Capable, explain

AGPS can send solicitations, solicitation amendments, orders, and order changes via EDI. AGPS can also receive solicitation responses and invoices via EDI. However, this assumes that the client already has a VAN in place.

☒ Yes ☐ No Does the system support on-line receiving? Explain

Receipts can be recorded and posted into the system on-line using the receipt module that is provided as part of the basic package.

☒ Yes ☐ No Does the system support two and three matches?

☒ Yes ☐ No Does the system provide integrated electronic commerce. explain.

Yes. Through an interface to web based catalog search and on-line ordering tools, AGPS combines its extremely comprehensive purchasing system with web-based catalog search and electronic, on-line ordering capabilities. This

solution is currently in place at an INFORMS client site. The AGPS provides the government-oriented functions that are required as part of government procurement, such as, automated workflow, electronic approvals, electronic notifications, integration with financial systems, and comprehensive procurement history. A web-based catalog search capability makes it faster and easier for requesters to find the goods/services they want. On-line ordering with suppliers via the Internet can greatly reduce procurement lead time. The combination results in a comprehensive, efficient, and user friendly system. The information is edited and required to be passed between the systems at appropriate points so that policies and procedures are upheld, while still allowing fast selection and ordering of needed items.

☒ Yes ☐ No Does the system support delegated purchasing? Explain how it works.

All of the requisition, solicitation and ordering screens can easily be made available to delegated procurement agencies as well as to centralized procurement authorities. The system uses a "purchasing authority/agency" on each document and a dollar limit for delegated authority to determine whether or not this limit has been exceeded. The system issues messages to the user to indicate that they must change the "purchase authority/agency" to the centralized agency when the limit is exceeded. This allows delegated authority agencies to utilize the same system to capture their activity. The byproduct of this model is that all purchase activity (delegated and non-delegated) can be contained in the same system for accurate purchase history and reporting.

☒ Yes ☐ No Does the system provide purchase history? **Extensive** purchase history.

☒ Yes ☐ No Does the system provide a documented audit trail?

☒ Yes ☐ No Has the system been integrated with an asset management. An asset management system can be fixed assets or consummable supplies. Provide systems integrated with and explain.

The AGPS has been integrated with the Inventory Control System (ICS) from American Management Systems. The integration takes place throughout the purchasing process. AGPS sends information to ICS related to requisitioned, ordered (including change orders) and received items that have been indicated as "inventory items". These items are easily flagged as inventory items in the AGPS. This flag allows AGPS to send information about items electronically to the ICS rather than sending information elsewhere. For example, Normally an ordered item might be printed or faxed on a purchase order form to a vendor for fulfillment. However, if the item is flagged as an inventory item, AGPS knows to send the order to the ICS as a demand on the inventory system, rather as a mailed or faxed P.O. The same basic thing happens when orders are received that replenish inventory. AGPS interfaces with ICS to indicate the receipt of a shipment that adjusts the "in-stock" and "on order" numbers in the ICS accordingly. This interface is on-line, real time.

☒ Yes ☐ No Can the system perform auto contract reprocurement based on par levels. Provide examples.

The AGPS automatically re-procures contract items based on a buyer/contract manager specified date. This date should be in advance of the contract expiration date and should provide enough time to allow for a review of the items, solicitation and award of a new contract(s). The re-procurement process in AGPS collects all associated contracts and contract items and creates a new solicitation, and prints a draft of the solicitation ready for buyer/contract manager review. A good example might be an annual renewal for statewide or countywide contracts for tires. There will likely be several contracts, one with a vendor for passenger tires, another with a vendor for tractor tires, another for golf cart tires, etc. The AGPS could

bring all items from the separate contracts together for a new solicitation as described above. AGPS can use last years estimated quantities or can calculate new year usage based on actual usage from the previous year.

☒ Yes ☐ No Does the system provide and document a life cycle analysis function?

☒ Yes ☐ No Does the system provide for hazardous material marking

☐ Yes ☒ No Has the system been integrated with a barcoding system? How has it been integrated?

☒ Yes ☐ No Does the program have built in security features?

☒ Yes ☐ No Does the system have ability to archive information.

Funding strategies available - What kind of funding strategies are available. i.e. vendor pays fee, etc. Explain.

Our software is typically licensed to a client on a site license basis for 30 years. The license fee is only paid after the client verifies that the installed software is functioning. INFORMS has proposed lease agreements for the software that can reduce the amount of up front costs required for the AGPS license. INFORMS would also entertain a "fee per document" type of arrangement.

Other issues or future plans

Please, return the survey to the person on the accompanying letter by April 26, 1999

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