

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

Vendor Name: _____

Web Address: _____

Survey Contact Name: _____ **Phone Number:** _____

Survey Contact Email Address: _____

Address: _____

Address2: _____

City: _____ **State:** _____ **Zip Code:** _____

Sales Phone Numbers: Voice: _____ **Fax:** _____

Sales Email Address: _____

Name(s) of Product(s) and Modules	Functions Performed		Platform Used	Cost
	Purchasing, Consumables, etc			

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

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
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Type of application Single user, LAN, WAN, Enterprise

Client server? Explain

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

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

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

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

Accounting systems integration and method of integration

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

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

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

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

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

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

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.

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

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

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

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_____
- ☐ Yes ☐ No On demand electronic distribution of ITBs and request for proposals
- ☐ Yes ☐ No FAX on demand system
- ☐ Yes ☐ No Internet download, explain
- _____
- ☐ 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?
- ☐ Yes ☐ No Can blanket purchase orders or contracts be used?
- ☐ Yes ☐ No Can contracts be searched for goods and services, how?
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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
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- ☐ 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?
- ☐ 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?
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- ☐ Yes ☐ No Can Purchase orders and contracts be printed at remote locations? How?
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- ☐ Yes ☐ No Online requisitioning from agency customers, How?
-

- ☐ Yes ☐ No Is System capable of electronic routing and approvals. Briefly explain.
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- ☐ Yes ☐ No Is system capable of workload assignment and status. Briefly explain.
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- ☐ Yes ☐ No Will system document purchasing process milestones or timelines? Briefly explain.
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☐ 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 ☐ No Does the program allow for forms to be downloaded? How?

☐ Yes ☐ No EDI Capable, explain

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

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

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

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

☐ Yes ☐ No Does the system provide 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.

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

☐ 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.

Other issues or future plans

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