To: Information Technology Strategy and Investment Committee
John Vittner, Office of Policy and Management

From: Valerie Clark

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Agency: Office of the State Comptroller
Project: Core-CT Health and Human Services Purchase of Service (POS) Contract Managemen...

Project Start Date: 5/5/2017

Project End Date: 10/31/2018

Project Manager: Donalynn Black

Total Funds Requested: $11,850,000

Total Funds Allotted to Agency: $11,850,000

Accumulative Total Capital Fund Expenditures to Date: $11,850,000

Brief Project Description/Summary:
OPM's pre-authorization process for reviewing and approving Purchase of Service (POS) & Personal Services Agreement (PSA) contracts would be replaced by Core-CT's ePro Requisition functionality. Core-CT's Supplier Contract Management module would replace various legacy systems with an enterprise contract management system for POS contracts & amendments. This end to end process would enable/involve: collaborative contract negotiations (internal/external); electronic document management with version control, clause libraries & other tools; improved business flow with notification/tracking and electronic signatures;use of fillable forms; & eliminate duplicate entries. The module would also handle post-contract processes involving internal/external collaboration regarding financial and programmatic reporting, aupayments and year-end closeout activities. The project would involve the development of a custom-built electronic budget workbook in Core-CT that would replace the current unsupported workbook. There are almost 1,500 POS contracts involving $1.74 billion in spending per year,with PSA's at $.5 billion. This project would also pilot Core-CT's Grants Management module that would automate applying for, receiving & managing federal grants.

List Project Goals and Deliverables Completed:
(Please provide a brief summary of the goals and deliverables that were implemented. Please reference the IT Capital Investment Brief for the initial goals of the projects.)
All of our goals were achieved fro the project summary. We currently have an end to end process for purchase of service contracts which resides in CORE/CT.

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Project Replication Opportunities:
(Are there opportunities to repeat or leverage the project solution by other state agencies? Please provide a brief explanation.)
No, but OPM should implement the same process for non-health and human service state agenices so we can move the PSA approval system and all contracts in to CORE. The OPM "Jamie's sytem" is very old and not being updated and can become inactive at any point. We need to move all the other agenices into the CORE requisitions for PSA contracts in order to streamline and provide consistent contract administration in the State.

Key Lessons Learned:
(Provide any lessons learned or experienced during this project that may be helpful to other agencies starting a similar project.)

The main lesson learned would be to maintain and expand sucessful projects using existing resources.