

# The County's Current Automated eProcurement Environment



## Online Bidding System

- Online vendor registration, full technical support and automated bid notifications
- Downloadable solicitations and online Question-and-Answer and bid submission processes
- Fully electronic Invitation for Bid (IFB) submissions
- Paperless tabulation, awarding and notification
- User Guide available to Deputy Purchasing Agents (DPAs)

## OC Expediter

- Paperless requisition routing and approval processes
- Automated workflow (request-to-payment) tracking and reporting
- Launched in 2015
- Collaborative County Procurement Office-OC Information Technology development

## Purchasing System

- County-Wide Accounting and Purchasing System (CAPS+) - electronic contract management and payment tracking since 2009
- Automated insurance management and tracking (50% of County implemented)
- Automated Cal-Card payment processing (75% of County implemented)
- Automated invoice processing (75% of County implemented)

## Additional eProcurement Features

On-demand vendor education videos & virtual vendor/DPA networking and informational sessions	Electronic signatures for all business documents (50% of County implemented)	Electronic invoice submittal and Automated Clearing House (ACH) transfer payments available to vendors
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## 2021/22 eProcurement Goals

Complete implementation of insurance management and tracking system	Complete implementation of electronic signatures	Countywide standardized bidding documents
Further expand automating invoices and Cal-Card payment processing (Auditor-Controller)	Implementation of electronic file folders	Countywide centralized contract repositories