

EO1 Transition to SPR – Effective February 26, 2015

In an effort to establish improved procurement processes internal to the Commonwealth, the Executive Order 2008-011, commonly referred to as the EO1 process, will be transitioned to an inline workflow review process while achieving the objectives of:

- Putting taxpayer money to work in a way that upholds the taxpayer’s trust
- Providing transparency in order to maintain and establish valued business partners
- Developing the ability and commitment from all agencies to work as partners with the Office of Procurement Services as a valued service provider with a bias towards action on executing the people’s work.

The current EO1 process is being replaced with a new process called the Strategic Procurement Request (SPR). The Final EO1 Committee meeting will be February 26, 2015.

Changes to the process:

1. The review and approval process will apply only to expenditures considered strategic in nature or have an enterprise impact rather than all expenditures. *Only procurements and expenditures that fall into one of the Strategic Procurement categories will require prior review by the business expertise agency.*
2. The review will be conducted by the business expertise agency rather than the EO1 Committee.
3. The current EO1 eMARS electronic form will continue be used for SPR until the upgrade to eMARS 3.10.01 is completed. The document will route to the business expertise work list based on the TYPE OF REQUEST field for daily review. The weekly EO1 Committee review will cease.
4. Agencies should obtain appropriate agency authorization prior to submitting the electronic document but will not be required to maintain a signed hard copy document. Agencies must continue to apply close scrutiny to all procurements and state expenditures but particularly to those procurements and expenditures within their procurement authority which are not reviewed by a business expertise agency.

Only procurements and expenditures represented in the table below will require a SPR.

TYPE OF REQUEST/STRATEGIC PROCUREMENT CATEGORY	THRESHOLD	BUSINESS EXPERTISE AGENCY
A & E PSC - Not Practicable To Bid	\$0	Finance – Division of Engineering & Contract Administration (DECA)
A & E PSC - Sole Source	\$0	Finance – Division of Engineering & Contract Administration (DECA)
IT Hardware	\$1,000	Commonwealth Office of Technology (COT)
IT Maintenance	\$1,000	Commonwealth Office of Technology (COT)
IT Services	\$1,000	Commonwealth Office of Technology (COT)
IT Software	\$1,000	Commonwealth Office of Technology (COT)
IT Task Orders	\$1,000	Commonwealth Office of Technology (COT)
Postal Services & Equipment	\$1,000	Finance – Division of Postal Services
Printing	\$1,000	KYTC – Design & Print Services
PSC - Start Date Request	\$0	Finance – Office of Procurement Services (OPS)
PSC - Sole Source	\$0	Finance – Office of Procurement Services (OPS)
PSC - Not Practicable To Bid	\$0	Finance – Office of Procurement Services (OPS)
Vehicle Repairs And Parts	\$5,000	Finance – Division of Fleet Management
Vehicles	\$1,000	Finance – Division of Fleet Management

Only procurements and expenditures that fall into one of the Strategic Procurement categories will require prior review/approval by the business expertise agency.

Agencies shall apply keen scrutiny to all procurements and state expenditures but particularly to those procurements and expenditures within their procurement authority that are not reviewed by a business expertise agency. Procurements and expenditures that exceed the agency's authority but do not fall into the Strategic Procurement categories will continued to be evaluated and assessed by the OPS, COT, Division of Fleet Management, Division of Postal Services and DECA with regard to need, reasonableness of costs, method of procurement, etc. but will be accomplished through inline standard processes such as the requisition process, SAS-5, Real Property space requests, MOA, PSC RFP process, etc.

CAUTION: *Buyers, reviewers and approvers have relied on explanations and descriptions provided in the EO1 when making decisions to approve or accept requisitions, purchase orders and payment documents. Since the transition from the EO1 process could result in less explanation and description of the procurement available to buyers, reviewers and approvers, agencies must expand the descriptions and explanations they provide on requisitions, purchase orders and payment documents to enable those reviewing to efficiently process the documents without delay.*

Creating the SPR in eMARS

Until the upgrade to eMARS 3.10.01 is live in Spring 2015, users will continue to use the EO1 document but on a limited basis. The EO1 will only be required for procurements and expenditures that fall within the Strategic Procurement Request categories. The EO1 form will allow users to select a Type of Request that no longer requires prior approval but if a user selects a Type of Request category not requiring prior approval, the EO1 will not be reviewed or approved. Only EO1's that are for procurements and expenditures in the SPR categories will be reviewed.

When completing the Type of Request field on the EO1 form, users should not select any Types of Request that are marked through in red in the following illustrations. The other Types of Request will be routed to the appropriate business expertise agency for review and approval. EO1's will be reviewed on a daily basis by the business expertise agency and not a weekly basis by the EO1 Committee.

Choose

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Sequence : Type of Request ID :

Type of Request Name : AMS_ROW_VERS_NO :

	Sequence	Type of Request ID	Type of Request Name	AMS_ROW_VERS_NO
Select	17	1	FURNITURE	1
Select	18	2	EQUIPMENT (NOT IT)	1
Select	19	3	OTHER GOODS	1
Select	19	4	OTHER SERVICES, NON-PROFESSIONAL	1
Select	4	5	PERSONAL SERVICE CONTRACT	1
Select	8	6	MEMORANDUM OF AGREEMENT (MOA)	1
Select	9	7	GRANT	1
Select	10	8	UNIVERSITY AGREEMENT	1
Select	20	9	VEHICLES	1
Select	14	10	REAL PROPERTY LEASE	1

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Sequence : Type of Request ID :

Type of Request Name : AMS_ROW_VERS_NO :

	Sequence	Type of Request ID	Type of Request Name	AMS_ROW_VERS_NO
Select	11	11	CONSTRUCTION SERVICES	1
Select	22	12	IT HARDWARE	1
Select	23	13	IT SOFTWARE	1
Select	24	14	IT SERVICES	1
Select	25	15	IT MAINTENANCE	1
Select	26	16	IT TASK ORDERS	1
Select	13	17	PRINTING	1
Select	27	18	ARRA - FEDERAL STIMULUS	1
Select	1	19	ARCHITECTURAL & ENGINEERING PSC	1
Select	2	20	A & E PSC SOLE SOURCE	1

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Sequence : Type of Request ID :

Type of Request Name : AMS_ROW_VERS_NO :

	Sequence	Type of Request ID	Type of Request Name	AMS_ROW_VERS_NO
Select	3	21	A & E PSC NOT PRACTICABLE TO BID	1
Select	5	22	PSC SOLE SOURCE	1
Select	6	23	PSC NOT PRACTICABLE TO BID	1
Select	12	24	POSTAL SERVICES & EQUIPMENT	1
Select	16	25	TEMP LABOR TASK ORDER (NON-IT)	1
Select	21	26	VEHICLE REPAIRS AND PARTS	1
Select	7	27	PSC - START DATE REQUEST	1

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After the completion of the upgrade to eMARS 3.10.01, the EO1 will be available to view for auditing and historical purposes but will not longer be an active document. The SPR1 form will be used for requests requiring prior approval. Prior to the upgrade to eMARS 3.10.01, instructions for completing the SPR1 will be published and distributed.