

ORPIN PATCH V2.30.30

December 2013

NEW FUNCTIONALITY OVERVIEW


1. Searching for ORS190 Agreements by Agency

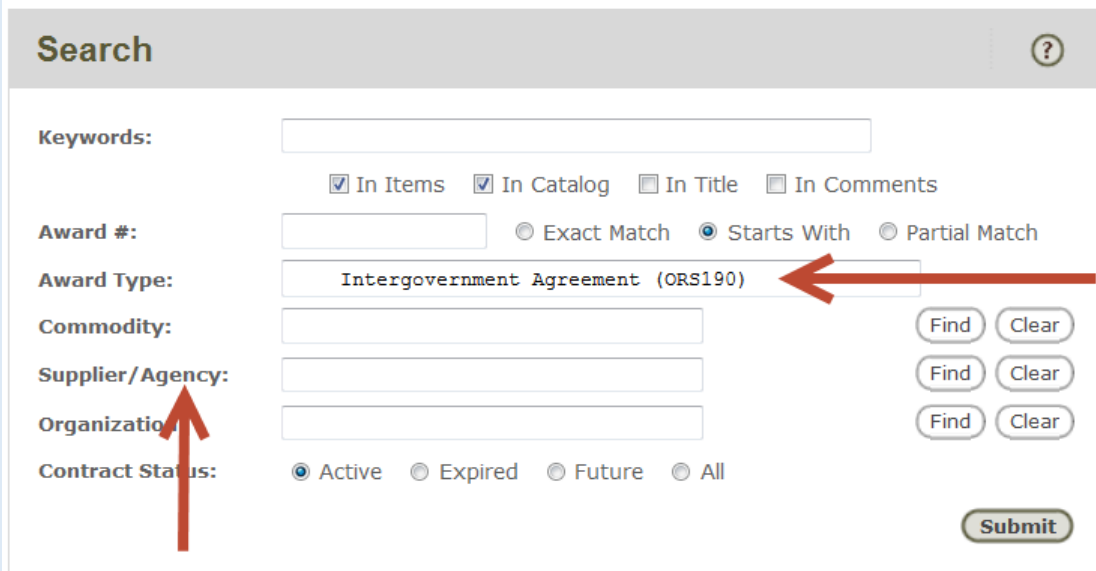
Searching for ORS190 Agreements in ORPIN by the agency you awarded to was difficult in the past because ORPIN only offered a way to search awards by supplier names, not agency names.


To address this issue, we've introduced a way to search for ORS190's using an agency name instead of a supplier's name. To conduct the search, go to **Award Search** in the menu bar and choose either **General Award Search** or **Contract Browse**. Set the "Award Type" dropdown to *Intergovernment Agreement (ORS190)* and the "Supplier" field will automatically change to "Supplier/Agency".

General Award Search

(Prod)

 This selection lets you find Contract and Non-Contract Awards (i.e. Work Orders) that you have access to within the ORPIN system. There are six (6) major selection methods to search by and two (2) sub selection methods (the Awarded Between and Contract selections which will limit the results that are returned.) The most commonly used Search is by "Keyword" which has four (4) different ways in which it can be utilized. **Click on the associated question (?) mark button at the left top of this statement for detailed information on how to use each of the search methods provided.**




Search 

Keywords:

In Items In Catalog In Title In Comments

Award #: Exact Match Starts With Partial Match

Award Type: 

Commodity:

Supplier/Agency:

Organization:

Contract Status: Active Expired Future All

Click the **Find** button at the right of the "Supplier/Agency" field to search for the Agency, and then complete your document search. You will get results for all ORS190 agreements your organization has conducted with the listed agency. *(This is not the same thing as the Issued For Agency, which you could look up using the "Organization" field. The "Supplier/Agency" field allows you to search by the 'awarded' agency.)*

2. Document 'Email Log'

Buyers often ask our Help Desk about emails sent out by ORPIN. They inquire about things like who emails were sent to, when emails were distributed, and what the email's message text said.

Because this is such a common request, we have introduced a way for you to view the email history yourself on any opportunity, notice, special request, purchase request, work order, or contract document! *NOTE: This option is only available to Buyers, OAC's, and DPO's. Browsers do not have the ability to view the email log on documents.*

To view email information, open one of the document types listed above and click on **View Data** in the menu bar. You will see an option called **Email Log**.

Emails will be sorted by type, and then by the Sent Date. The Status column will tell you whether the system encountered errors sending to any of the recipients. If there were no errors, the Email Status will display "Complete". If there were errors, the status will display "Error(s)". *In the screenshot below, ORPIN sent out Opportunity Notice emails to 335 suppliers, but 3 of the emails encountered errors.*

Email Type	Email Status	Emails	Errors	Sent Date
Information	Complete	1	0	10/31/2013 1:55 PM
Information	Complete	1	0	10/31/2013 2:20 PM
Opportunity Notice	Error(s)	335	3	10/31/2013 4:00 PM

Click on the + sign to the right of the Email Type heading to view a list of the recipients. If any errors occurred, you can look through this list to see which suppliers encountered the errors. (Note: Most errors are caused by outdated or missing emails, such as in line 20 in the screenshot below.)

Recipient Name	Recipient Email	Vendor No	Vendor Name	Email Status
1 Allen	albroind@centurylink.net	61592	Albro Industrial	Complete
2 AlSudairy	saalem@formulastaffing.com	61429	FORMULA STAFFING INC.	Complete
3 Alvarado	nickalvarado@legacydirect.com	65326	Legacy Chrysler Jeep Dodge Ram Inc.	Complete
4 Amador	mamador@safetyvehicesystems.com	67937	Day Management Corporation	Complete
5 Ambrose	paambrose773@msn.com	66335	WINZER USA ADVANCED FASTENERS	Complete
6 Anderson	kanderson547@kc.rr.com	64092	LilyPad EV	Complete
7 Anderson	banderson@epsglobal.com	65240	Electronic Product Services LLC	Complete
8 Anderson	debbie@robberson.com	27944	Robberson Ford Sales, Inc.	Complete
9 Anthony	laneanthony@tknw.com	4707	Thermo King NW, Inc	Complete
10 arbeia	nwce@comcast.net	58443	Northwest Collision Equipment	Complete
11 Arboleda	warboleda@sparrowhawk.com	66572	Sparrowhawk Inc.	Complete
12 Athans	rathans@rhinc.net	68167	RLH Inc.	Complete
13 ATWELL	bradley@gilliehyde.com	65407	Taz Automotive	Complete
14 Bailey	shelley@centraldrugspdx.com	41088	Lundgren Inc.	Complete
15 Baird	william.baird@ibsa.com	49353	INTERSTATE ALL BATTERY CENTER OF PORTLAND LLC	Complete
16 Banks	casey.banks@grainger.com	26256	Grainger	Complete
17 Barber	carolyn.barber@xerox.com	61492	Xerox	Complete
18 Barbour	hawaiiintegrated@gmail.com	65813	Hawaii Integrated Services & Supplies LLC	Complete
19 Barnes	rogerbarnes@legacydirect.com	63380	Roberts Ford Inc.	Complete
20 Beall				Error(s)

Click the Binoculars icon to the right of any recipient to see the email language that was sent to them. Be aware that if the supplier received more than one Opportunity Notice at the same time, ORPIN combined the notices into a single email. Therefore there could be more than one notice listed in the email when you review the message text.

An example of multiple notices within a single email:

This notice has been automatically sent to you from the State of Oregon's electronic procurement system (ORPIN). Opportunity [730-25770P2-13](#) (ODOT-Radio Console System) may be of interest you. This opportunity can be found within the [ORPIN system](#).

Issued By: ODOT - Agency - Transportation Commission
Issued For: ODOT - Agency - Transportation Commission
Commodity: Administrative, Financial, and Management Services/SALE OF SURPLUS AND OBSOLETE ITEMS/SALE OF SURPLUS AND OBSOLETE ITEMS
Location:

The contact for this opportunity is Brandalyn Tramel (Phone: 1 (503) 986-3567).

Opportunity [OHA-3686-13](#) (Interlock Ignition Devices, Install and Maintain) may be of interest you. This opportunity can be found within the [ORPIN system](#).

Issued By: OHA - Oregon Health Authority
Issued For: OHA - Addictions & Mental Health
Commodity: Automotive Products, Vehicles, and Services/AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC./Sirens, Horns and Back-up Alarms /Sirens, Horns and Back-up Alarms
Location:

The contact for this opportunity is Mike Hewitt (Phone: 1 (503) 945-6080).

3. Link to Contract in Award Results search

To find results of a solicitation, suppliers use the Browse Award Results area, (which also contains Preliminary Results, Intent to Award, Evaluation spreadsheets, and Potential Delays). When the solicitation is progressed to award, suppliers can see who was awarded the contact and its value from this area, but they had to run a separate search using the contract number if they wanted more detail.

We now provide a direct link from the **Browse Award Results** display that will take suppliers directly to the awarded contract. This simplifies searches for suppliers and provides greater transparency to the solicitation process by making it easy to locate final results.

Search ?

You may enter all or part of the Opportunity Number for your search. Change the data range to narrow or broaden your search.

Opportunity Number:

Issued For:

Issued By:

Between: And (mm/dd/yyyy)

Opportunity No	Amend	Issuing Organization	Purchasing Agent	Closing Date
102-2124-13	1	State Procurement Office	Pam Johnson 1 (503) 378-4731 pam.johnson@state.or.us	10/23/2013

Successful Supplier	Award No	Award Total	Date Awarded
1 Ethan Pittleman Arlington, VA	102-2147-13	\$168,000.00	11/18/2013

4. No Existing QRF Contract Check

When creating a new contract in ORPIN you will now be required to check a box indicating that you have confirmed that there are no existing QRF Contracts that could fulfill the purpose of your award. There is also a link provided to take you directly to the QRF database to search for existing QRF contracts.

* I agree that there is no existing QRF Contract that will fulfill the purpose of this Request
[Check for existing QRF contracts](#)

5. MWESB Certified Firms Information

When you conduct a Supplier Search under the **Browse Suppliers** area, you see a yellow star next to any supplier that holds an MWESB certification. To get more information about their certifications, click on the company name, and then click the “View/Edit” button next to MWESB Certifications.

Additional Company Information

MWESB Certifications

View/Edit

Using this, you can now view the supplier’s current certification details, including application and certification dates, as well as a history of any previous MWESB certifications.

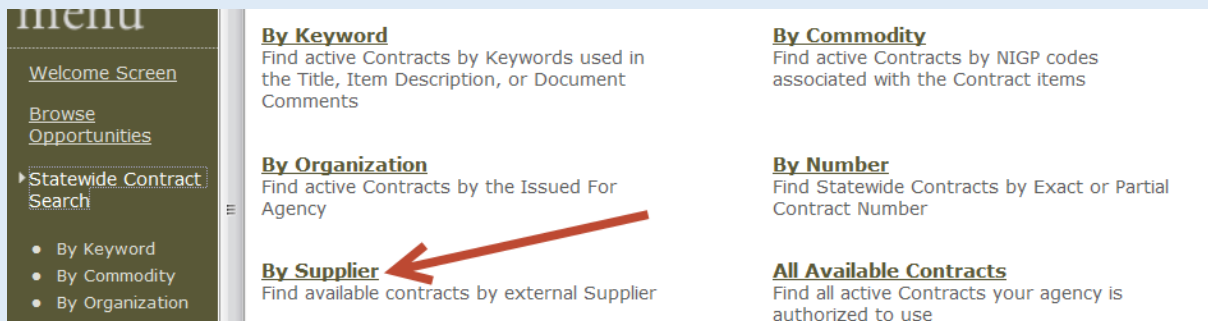
6. Performance Increase for OAC’s when Assigning User Roles

The Role Maintenance screen has traditionally been slow to display the list of available user roles to OAC’s. This function has been optimized and should load much quicker.

7. Statewide Contract Searches by Supplier

We have added an option to the Statewide Contract Search area that allows users to look for existing Statewide Contracts by the name of a company.

To use the new search function, click on **Statewide Contract Search** and choose the **By Supplier** option.



The screenshot shows a menu on the left with the following items: Welcome Screen, Browse Opportunities, Statewide Contract Search, and a sub-menu with options: By Keyword, By Commodity, and By Organization. The main content area lists four search options:

- By Keyword**: Find active Contracts by Keywords used in the Title, Item Description, or Document Comments
- By Commodity**: Find active Contracts by NIGP codes associated with the Contract items
- By Organization**: Find active Contracts by the Issued For Agency
- By Supplier**: Find available contracts by external Supplier (indicated by a red arrow)
- By Number**: Find Statewide Contracts by Exact or Partial Contract Number
- All Available Contracts**: Find all active Contracts your agency is authorized to use

Click the Find button to look up a supplier's name.


Public Contract Search
(Prod)

By Supplier

Search

Supplier:

Find **Clear**
Submit



Any company with an existing contract will be underlined and clickable.

Search

Supplier:

Submit

Select the Vendor you wish to search by. Only Vendors that have awards of the chosen type (All Awards) and status (Active) will be available for selection.

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Supplier	Doing Business As	Location
31 BusinessWare Pacific Inc.		Portland, OR
32 Camm enterprises	Pacific Solar	Sheridan, OR
33 Cascade Pacific Appraisals		Salem, OR
34 Cascade Pacific Construction		Vancouver, WA
35 <u>Central Oregon & Pacific Railroad</u>		Roseburg, OR
36 <u>CHAVES CONSULTING, INC.</u>	Pacific Northwest Customer Center	Baker City, OR
37 Chaz Kuplent	Pacific Gun Sales	Eugene, OR

Locate the supplier you want to search for and click on their company name. Then hit the **Submit** button to see their statewide contracts.

Legend

Show Details

Contract #	Organization	Supplier		
1 0486	State Procurement Office	CHAVES CONSULTING, INC.		
Electronic Records Management System / SaaS				
Use	Minimum Order	Other Charges	Lead Time	Information
Convenience	Not required	\$0.00	Per the Work Order Contract and Underlying Agreement	

Additional Questions or Comments?

Contact:

ORPIN Help Desk

Monday through Friday, 7:30am to 4:30pm

Phone: 503-378-4642, Option 1

Email: info.orpin@state.or.us