OSCIO | HB 3099 Implementation

Responsible	R	
Accountable	A	
Consulted	C	
Informed	I	

Activity	Procurement	Business Unit	DOJ	OSCIO - ETS Purchasing	OSCIO - CTO + STOs	OSCIO - VMO + IT Acqusitions
Develop sourcing strategies	I	C	C		A/R	C
Manage sourcing strategies	I	I	C		A/R	R
Conduct market intel/analysis			I		A/R	
Develop and recommend procurement strategies	A/R	C	C		I	C
Manage Solicitation process	A/R	I	C		I	I
Lead evaluations	A/R	C	C		I	R
Develop contracts	A/R	I	A/R		I	C
Develop solicitations	A/R	I	A/R		C	C
Develop evaluation criteria	A/R	C	C		C	C
Develop specifications/SOW	C	A/R	R/C		C	R
Negotiate contracts	A/R	C	R		C	R
Develop vendor perf metrics	I	I	C		I	A/R
Collect & report perf data			I			A/R
Conduct vendor perf review	C		I			A/R
Day to day/contract specific vendor mgmt.	A	R	I	R		R
Enterprise/strategic vendor relation mgmt			C			A/R
Identify supply chain risks	C		I		R	A/R
Request procurement		A/R		A/R	C	C
Monitor spend	A/R					I
Analyze spend	C				C	A/R
Demand management		I	C		A/R	I
Vendor classification/segmentation	I	I	C		I	A/R
Manage vendor transitions	C	A/R	A			A/R
Onboard vendors		A/R	C			A/R
Maintain files of record	A/R					C
Place orders for HW & SW under existing PAs		R		R		
Track/monitor license/maint use & renewal dates			C	A		

*Responsible. People or stakeholders who are the "doers" of the work. They must complete the task or objective or make the decision. Several people can be jointly Responsible.

*Accountable. Person or stakeholder who is the "owner" of the work. He or she must sign off or approve when the task, objective or decision is complete. This person must make sure that responsibilities are assigned in the matrix for all related activities. Success requires that there is only one person Accountable, which means that "the buck stops there."

*Consulted. People or stakeholders who need to give input before the work can be done and signed-off on. These people are "in the loop" and active participants.

*Informed. People or stakeholders who need to be kept "in the picture." They need updates on progress or decisions, but they do not need to be formally consulted, nor do they contribute directly to the task or decision