

Q&A

During our sessions, some questions still needed to be answered. However, after talking with the APP Help Desk, we now have the answers to your questions. See below for the list of questions and their corresponding responses.



1. Contract creation - When do we use the Risk Assessment Required checkbox?

- a. The IVALUA Risk Center solution provides you with a comprehensive tool set to implement a risk management program that effectively handles the following aspects:
 - i. Customizable risk data collection framework
 - ii. Supplier screening and holistic assessment & monitoring
 - iii. Risk analytics
 - iv. Risk response
- b. Tools and features not normally used by a specific agency are available for everyone to use. Please consult with your management on whether this tool is worth investing manpower, time and effort in.

2. When you send a project to the public portal, it should show the exact time you send it, not default to midnight or the specific time selected. Why doesn't this happen?

- a. A user can set their own expected time and date for the public portal as intended. This displays as the "Begin Date/Time" that you selected when setting up the RFx.

3. Multiple areas display the pencil and trashcan icons next to each other. Can you move them farther away so it isn't so easy to click the trashcan instead of the pencil accidentally?

- a. Displayed data table columns are customizable. Right Click the data table column headers to hide/display/move icons

4. Does APP prevent errors for firewall email?

- a. APP is a procurement application and intended to prevent procurement errors. Emails errors are not included in the tool's functionality.

5. For Expiring Contracts: Are these statewide or agency-specific? It would be nice to see both listed.

- a. Both

6. BAFO- What do you do when you have a supplier that did not participate in the current round but has in previous rounds?

- a. BAFO responses rollover. If the supplier did not respond to the most recent round, the earlier BAFO response is rolled over to the next.

7. Can IVA's default location be moved to the right side instead of the left?

- a. No. Having it on the far right prevented viewing of displayed icons. (Would not work as intended).

8. Sourcing Project-Identify Suppliers: We need to see all commodities selected once we click Select Suppliers. This way, we know what was already selected.

- a. This is an Enhancement Request and could be considered in 2024.

9. Contract - Why do we need a revision for confidential documents?

- a. Functionality behaves differently than standard documents. Revision keeps the versioning system, similar to standard documents.

10. Is there a list of Item Tag codes to use when uploading catalogs?

- a. There is only one option available, Standard Contract = Std_Contract

11. Can we change the color of APP?

a. Yes, Accessibility Mode can be changed to High Contrast.

