

# OSCAR Implementation Timeline

## FY19-20 Q1

**Objective(s):**

- 1) Sole proprietor and private corporation purchase orders (POs) *with and without* Independent Contractor Agreements (ICAs) - test invoicing and spending tracker.
- 2) Begin entering all FY19-20 contracts.

**Primary Benefit(s):**

- 1) Administrative time saved with increased accuracy & timeliness for expenditure tracking.
- 2) Initiates development of vendor training support.

**Participants:**

- 1) HSD Centralized Contracts Unit (CCU)
- 2) HSD Business Analytics as needed
- 3) CCU updates HSD Divisions in monthly Fiscal meetings
- 4) Vendors selected for invoicing online

## FY19-20 Q2

**Objective(s):**

- 1) Contracts *without* client detail - test invoicing and spending tracker.
- 2) Finish entering all FY19-20 contracts.

**Primary Benefit(s):**

- 1) Additional administrative time saved; accuracy & timeliness.
- 2) Verification/testing of all contracts management modules will identify any programming concerns to be addressed.

**Participants:**

- 1) CCU
- 2) Business Analytics as needed
- 3) ) CCU updates HSD Divisions in monthly Fiscal meetings
- 4) Vendors selected for invoicing online

## FY19-20 Q3

**Objective(s):**

- 1) Sole proprietor contracts with detailed invoices - test invoicing and spending tracker.
- 2) Develop and test semi-annual reports.
- 3) Coordinate widespread training plan.

**Primary Benefit(s):**

- 1) Additional administrative time saved; accuracy & timeliness.
- 2) Business Analytics' confirmation of programming supports for reporting, plan for any additional needs.

**Participants:**

- 1) CCU
- 2) Business Analytics
- 3) Division: training
- 4) Vendors selected for invoicing online; all end of Q3 training

## FY19-20 Q4

**Objective(s):**

- 1) Organizational contracts with detailed invoices - test invoicing and spending tracker.
- 2) Test contract development with a sampling of contracts.

**Primary Benefit(s):**

- 1) Noteable increase in time saved including routing; accuracy & timeliness.
- 2) Lessons learned from the year's roll-out likely to inform well for wider deployment.

**Participants:**

- 1) CCU
- 2) Business Analytics
- 3) Division
- 4) Vendors

# OSCAR Implementation Timeline

## FY20-21 Q1

**Objective:**

- 1) Finalize all agreements & continue invoicing processes.
- 2) Deploy contractor annual reports.
- 3) Initiate additional reports.
- 4) Improve alignment of performance measurements between HSD & CORE.

**Primary Benefit(s):**

- 1) Streamline additional administrative processes to reduce staff time.
- 2) Improve administrative ease for vendors' timeliness for reporting.

**Participant(s):**

- 1) CCU
- 2) Business Analytics
- 3) Division
- 4) Vendors

## FY20-21 Q2

**Objective:**

- 1) Consider discontinuing concurrent invoicing processes where feasible.
- 2) Initiate use of additional administrative reports.
- 3) Increase archival history by uploading historical documentation for identified agreements such as long-term leases.
- 4) Improve alignment of performance measurements between HSD & CORE.

**Primary Benefit(s):**

- 1) Continued efficiencies for all users.

**Participant(s):**

- 1) CCU
- 2) Business Analytics
- 3) Division
- 4) Vendors

## FY20-21 Q3

**Objective:**

- 1) Discontinue concurrent invoicing processes.
- 2) Discontinue concurrent processes for additional administrative reports where feasible.
- 3) Review parking lot concerns for system modifications to be implemented.
- 4) Finalize performance measurements improvements to be documented in FY21-22 agreements.

**Primary Benefit(s):**

- 1) Continued efficiencies for all users.
- 2) Increased reporting capacity.

**Participant(s):**

- 1) CCU
- 2) Business Analytics
- 3) Division
- 4) Vendors

## FY20-21 Q4

**Objective:**

- 1) Utilize for all contract development.
- 2) Utilize for established administrative processes.
- 3) Quarterly review of parking lot concerns for possible modifications.

**Primary Benefit(s):**

- 1) Continued efficiencies for all users.
- 2) Increased reporting capacity.
- 3) Archival repository.

**Participant(s):**

- 1) CCU
- 2) Business Analytics
- 3) Division
- 4) Vendors

# OSCAR Implementation Timeline

FY21-22 and onwards

## Ongoing OSCAR development

- OSCAR should be viewed as "living ecosystem" that will require ongoing evolutionary changes to meet evolving HSD contracting needs.
- Common areas of evolutionary development include user interface, "canned" reports, and ad hoc reporting environments.
- Continued OSCAR development may include direct connectivity to HSD's Key Performance Indicator system and any community dashboards.