Florida Association of Public Purchasing Officers, Inc. (FAPPO)

2021 AWARD FOR BEST PRACTICE IN PUBLIC PROCUREMENT



SUBMITTED BY:

BROWARD COUNTY PURCHASING DIVISION 115 South Andrews Avenue, Room 212 Fort Lauderdale, FL 33301

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2021 Award for Best Practice in Public Procurement

Category 1: "Innovation in the Purchasing Process"

Innovations in Technology and Web Design: Incident Response Inventory System (IRIS)

1. Introduction

The Broward County Purchasing Division has recently developed and implemented a new web-based application on the County's network servers entitled: Incident Response Inventory System (IRIS) to manage Personal Protective Equipment (PPE) supply in response to the Coronavirus pandemic (COVID-19). This new application provides internal secured access to the Purchasing Division Managers, Purchasing Agents and its client agencies. The application contains a feature to expand access to 37 Broward County municipalities. Broward County Administration, Finance Administration and Services Department (FASD), Purchasing Division, and client agencies have enthusiastically welcomed the ability to request Personal Protective Equipment (PPE) items through an online catalog ordering system. The web-based IRIS application has drastically increased the efficiency of ordering, tracking, storing, and distributing PPE supplies.

Highlighted features of IRIS include:

- Ordering PPEs online from the County owned warehouse inventory;
- Tracking and monitoring inventory/stock levels from multiple locations;
- Transferring products from one warehouse to another location; and Creating ad-hoc or custom reports.

The application is designed to be used as a stand-alone system.

2. Business Need/Problem

Since February 2020, Broward County purchased and distributed thousands of PPEs such as facemasks, gloves, gowns, face shields, and other products providing sanitization and protection from the COVID-19 virus. As the County continues to buy essential supplies to respond to the current COVID-19 pandemic, it has become more difficult to rely on a manual process of the tasks involved.

As a result, the Purchasing Division pivoted to an automated process to ensure requests for supplies from County and non-County agencies are quickly addressed and fulfilled by promptly processing orders, as well as monitoring and tracking the inventory and developing analytical reports to make visible any shortage of inventory to replenish inventory/stock items. The reports provide order and distribution details, such as fulfillment date, fulfillment customer, item description, item quantity, and item cost.

The Purchasing Division's responsibilities during the current COVID-19 pandemic include:

- Procuring PPE supplies either from the State of Florida, the private sector, or donations made to the County;
- Implementing a method of distribution to allow County agencies to place orders online and offer fast delivery or pick-up of PPEs;
- Monitoring stock levels across multiple locations to ensure product availability and quickly replenish when an item is low in a timely manner; and
- Committing to transparency by making the data available online and easily accessible for County Agencies.

COVID-19 happened so fast, it did not give anyone time to prepare and plan. Initially, the Purchasing Division was using an Excel-based tool to track the purchase orders and distribution of inventory items; however, without defined application rules and logical structure, the tool was limited and inefficient for online inventory

management and to produce accurate reports. The Division investigated using the County's enterprise inventory system as an option; however, it would take a long time to design the workflow and configure a new warehouse in the system.

Successful coordination of the distribution of the PPE supplies requires a centralized solution for precise tracking of received products, ensuring traceability of products and monitoring inventory levels. Some of the issues with the manual process resulted in:

- Time consumption;
- Inconsistent processes and practices;
- Missing data or incorrect data entry;
- Non-standardization on classifying inventory;
- Misplaced inventory; and
- Calculation errors on inventory levels.

Consequently, the Director of Purchasing tasked the Purchasing Division Information Technology (IT) section staff to develop and implement a new web-based inventory application for tracking PPE items from the instant they are ordered to the time they are distributed. The application also needed to include additional functionality to receive supply from multiple vendors, allow County personnel to order online, provide the Director of Purchasing the ability to review, modify and approve orders before the warehouse staff fulfilled the ordered items, track inventory and distribution, and produce real-time inventory reports.

3. Description of Web-Based Solution

The intent was to develop a new inventory application to address the County's PPE inventory control and management from the supplier to the County Warehouse, then to the County agencies and non-County agencies. IRIS does not replace any other existing software application, and it is not designed to issue purchase orders, but does capture purchase order information from the County's Enterprise Resource Planning System (PeopleSoft) to track the supplier, quantity, item description, and dollar amount of the PPEs purchased.

There are three types of PPE items that are received in IRIS:

- 1. PPEs procured on purchase orders;
- 2. PPEs supplied by the State of Florida; and
- 3. PPEs donated by an individual or entity.

After the Purchasing Agent creates a purchase order for PPE items in PeopleSoft, the Purchasing Agent then enters the purchase order information in IRIS. Supplier delivers the products to the designated warehouse. Upon delivery, the warehouse administrator performs a physical count to verify the quantity and the type of product received. The warehouse administrator then matches the invoice or packing slip to the purchase order entered in IRIS by the Purchasing Agent, creates a receiving record and imports the packing slip as proof that the County received the ordered amount. Once the received goods are logged into IRIS, the inventory becomes available for County agencies to order immediately.

IRIS provides a very user-friendly interface for client agencies to request PPE items from the warehouse. It displays a clear image of each product to ensure that the requester selects the right product. Once the request is submitted, the system sends a notification to the Director of Purchasing for approval. To aid the Director in reviewing the request, IRIS displays the items and quantities requested and the available inventory for each item. The approver can approve the exact, more, or less than the quantity requested, but the system does not allow approval of item quantities exceeding the available stock.

Once the request is approved by the Director of Purchasing, the warehouse administrator verifies items in IRIS, creates a check-out ticket and fulfills the inventory items. The check-out dashboard indicates item

location, and availability of products supplied by each vendor. Upon completion of checking the item out of IRIS, the warehouse administrator sends a pickup ticket via email with pickup location, date and time to the requester by clicking a button on the check-out page. The pickup slip will reflect the items and quantity changes made by the approver, if applicable. Upon delivery of the items, an electronic copy of the signed pickup slip is uploaded into IRIS for documentation purposes supporting that the PPE supplies have been delivered.

<u>Purpose</u>

The purpose of developing a new inventory application is to provide a tool for controlling and managing the PPE supplies that Broward County either received from the State of Florida, purchased from vendors for distribution to County and non-County agencies, or any other source, such as a donation from either an individual or an entity.

Objectives

The specific project objective is to develop a software with the following functionalities:

Inventory Management

- Ability to enter Purchase Order data or automatically populate the PO information by importing PeopleSoft data;
- Ability to enter P-Card purchases in the absence of a PO;
- Ability to record PPE items received from the State of Florida or any other Agency;
- o Ability to see complete inventory details like stock levels and product specifications:
 - Admin group has the ability to view:
 - 1. Real-time inventory based on item, location, vendors, and unit price,
 - 2. Outstanding items based on purchase order processed and
 - 3. Spending report by Agency.
- Ability to receive new items or check out stock items and automatically increase or decrease inventory levels;
- Ability to provide real time information to County and non-County Agencies and allow them to submit their online orders;
- Ability to account for items that are returned to the vendors and for IRIS to adjust inventory, and
- Ability to account for items that are destroyed (i.e., leaking gallon of chlorine) and for the system to adjust inventory.

• Inventory Tracking

- Ability to track the inventory by Purchase Order, vendor, and location;
- Ability to trace all inventory movement from the time it is received to distribution;
- Ability to find inventory by location in the warehouse, item description, and customers, and
- Traceability in the event management needs to recall a product.

• Transfer Management

- Ability to store inventory items in multiple locations and move products to and from locations, and
- Ability to track inventory items as they move to different locations for the system to automatically adjust the inventory database accordingly.

Reporting

- Ability to drill down a report to find the level of information needed, and
- Provide management with customized reports as required.

Time Frame for Development

Development, testing, documentation, and implementation occurred over approximately a three-week period. The IRIS application went live on August 28, 2020.

The IT Section of the Purchasing Division began the development by meeting with the Director of Purchasing to gain an understanding of the need. IT staff met with the Purchasing Managers, Purchasing Agents and Warehouse Administrator to define the requirements and design specifications. Based on the objectives and requirements, the application was developed in Visual Studio C#.NET and Telerik ASP.NET, an advanced ASP.NET component framework running on Microsoft SQL Server Database.

Target Audience

The application was developed for and by the Broward County Purchasing Division. It serves County agencies and non-County agencies

Some of the key entities and individuals are:

- <u>Purchasing Division</u> responsible for buying essential PPE supplies and receiving PPE supplies from the State of Florida or donations;
- <u>Purchasing Managers and Purchasing Agents</u> order the PPE related products for protective and sanitization needs;
- Agency requests the PPE supplies for distribution to their staff;
- <u>Warehouse staff</u> fills the order upon approval by the Director of Purchasing Division.

County's Role in Development and Implementation

The Purchasing Division initiated the project based on internal needs to monitor and track the inventory and automate inventory reports to replenish inventory/stock items by issuing new purchase orders.

4. Technology and Features

IRIS is a web-based application.

Like other software development projects, multiple programming tools were utilized to achieve the maximum benefits of software development. The application was developed in C# .NET, Telerik, Entity Framework and Microsoft SQL Server. C#.NET was used to code the core business logics library for Web-based application. Telerik ASP.NET was used to create the Graphical User Interface. A user friendly, intuitive application was developed with minimal effort to maintain. The application is highly configurable by the end-users.

- 1. Application Administrator
 - Register User
 - Assign Role for User
 - Register PPE Product Type
 - Application Configuration
- 2. Purchasing Agent
 - Register Purchase Order
 - Register Donation

- 3. Requestor
 - Submit PPE Request
 - Access PPE Request History
- 4. Reader
 - Access PPE Request History
- 5. Approver
 - Review PPE Request
 - Approve PPE Request
- 6. Warehouse Admin
 - Receive PPE items
 - Transfer PPE items from one location to other location (three warehouse locations)
 - Checking out PPE items for Request
 - Send a pickup notification to Requestor

5. Budget/Cost

No funding was necessary for development and implementation since the application was designed and built in-house by the Purchasing Division IT developers. Throughout the development process, the project team worked in collaboration with Purchasing management and warehouse staff to gather business requirements and for quality assurance testing.

The implementation of the application did not require the purchase of additional hardware for testing or deployment. It was installed on existing Broward County web and database servers.

6. Project Results/Success/Benefits

This project has succeeded in managing PPE inventory in three warehouse locations and responding to agency needs. The application was officially launched on August 27, 2020 and has yielded the following results:

- Increased efficiency in receiving items into the inventory and delivering items to the client agencies;
- Managing and monitoring stock levels from multiple locations;
- IRIS automatically adjusts inventory count resulting in eliminating frequent physical inventory;
- Providing user with product images of available PPE products and allowing the users to place an order via the shopping cart method;
- 360-degree visibility of inventory items by phase (procurement, inventory, fulfillment) through custom reports, and
- Retention of historical data for reference and audit purposes.

7. Worthiness of an Award

IRIS is worthy of the FAPPO 2021 Award for the following reasons:

- It is a best practice automated process to manage PPE inventory.
- Increases data accuracy.
- Provides real-time data.
- Provides location inventory.
- Monitors stock items across multiple locations to prevent out-of- stock conditions. The application produces reports on inventory levels and re-ordering of items when items fall below a certain number to ensure continuous stock of items.
- Identifies frequently requested products to stock.

- Supports inventory method of First-In First-Out (FIFO): Provides the ability to identify stock received first (first-in) to be distributed first (first-out), to avoid product expiration and disposal.
- Avoids duplication of fulfilling orders.
- Tracks inventory cost of items procured from various suppliers by timeframe or period.
- Saves time and money from physically counting inventory items. We know where the products are and how much we have at all times based on data in the system.

The project meets and surpasses its expected objectives, by:

- Supporting the Purchasing's Vision of "fostering transparency to the procurement process" and
- Ensuring that PPE requests for supplies from County and non-County agencies are fulfilled in a timely manner.

Screen captures of IRIS are provided on the following pages.

• Screen Captures of the Application

I. Register Purchase Order

1. PO Admin login to IRIS.

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2. Select "Create new PO" under Purchase Order menu. **Purchase Order → Create new PO.**

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3. Click <u>Add</u> located on the far-right side of the PPE item, fill out the quantity and PO line amount and click Add button on the bottom.

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4. Click Shopping Cart icon for next step after adding PPE items for a Purchase Order.

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5. Fill out PO Type, PO/Invoice number, PO date, Vendor, Buyer, Description and then click Create PO button on the bottom after final review.

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II. Receiving Items

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2. Select Register Receiving under Receiving. Receiving → Register Receiving The PO's are color coded as shown below.
Green: Complete receiving
Yellow: Partial Receiving
Red: Over Receiving
White: Not Received

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3. The available search options are PO number, Buyer, Vendor for the Purchase Order. Click Select link located on the far right side of the PO. Next page will display all the items ordered for the PO.

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4. Click Add link to register item receiving.

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5. Click Receiving Cart Icon for next process.



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6. Fill out Receiver Number, Receiver Date, Description and upload packing slip and click **Create CheckIn** button on the bottom.

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Face Shield,	Clear		Adjustable Strap, Height = 12 Inch, Witth = 8 Inch	Adjustni	Warehous	5,000	Edit	×
Face Mask -	Disposable, 3-Ply, Surgical		Masks, Surgical 3-ply, Disposable, Flet Fold, Elastic Strap, Size Universal Adult	Adult Size	Dearfield Warshous	100,000	Edit	*

III. Request PPE Items

1. Default Page to display all PPE Items with availability.

	COUNT				Broward County			
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ard	County V	Varehouse Inve	ntory					
ag a	column he	ader and drop it he	ere to group by that colu	imn				
lo	Image	Category	ProductType	Size	Description	IsAvailable	UOM	
		T	•					
1		Cleaner	Clorox Toilet Bowl Cleaner	24 oz	Clorox, Toilet Bowl Cleaner, 24 oz.	Available	EA	
2	劉王	Cleaner	Lysol Disinfectant Cleaner	24 oz	Disinfectant Cleaner, 24 oz.	Not Available	EA	
3	1 W	Cleaner	Lysol Spray	32 oz	Lysol Spray All Purpose Cleaner 32 oz	Available	Bottle	- 10
1		Disinfectant	Daily Gard 75% Alcohol Wipes	5X7	Daily Gard 75% Alcohol Wipes, 80 ct wipes per tub.	Available	EA	
5	Parte and a second	Disinfectant	Disinfectant Aerosol Spray	500ml / 16.9oz	Nexus Sugle, Aerosol Disinfectant Sanitizing Spray, 75% Isopropyl Alcohol, Unscented, 500ml / 16.9oz Can	Available	EA	
3	per an	Disinfectant	Disinfectant Spray, In-Cide	32oz	IN-Cide Disinfectant Spray 32oz (1 U.S. Quart) Bottle	Available	EA	
1	*	Disinfectant	Disinfectant Wipe	160 wipes	Maxill MyColio Disinfectant Wipes 6x7 160 / Tub	Available	EA	
3	-	Disinfectant	Lezer Clean Disinfecting Wipe	80 ct / pack	Lezer Clean Disinfecting Wipes, 80 ct. pack	Available	EA	
-	4	Disinfectant	Micro-Cide Liquid	Gallon	Micro-Cide Liquid Disinfectant Cleaner, For Spray or Fogger application, 1 gallon	Available	EA	

@Broward County Purchasing Division 2020

2. Login Page for the application

Welcome to Warehouse	Inventory System	
User Name: Password:		
		Log In

3. After requestor logs into IRIS, Broward County Warehouse Inventory will display:

BROWARD		Incident Response Inventory System (IRIS) Broward County	
Home Reque	st *	Welcome Kevin Hwang Log	<u>iout</u>
Broward County	Warehouse Inventory		
Drag a column l	neader and drop it here to group by that col	umn	

No	Image	Category		ProductType	Size	Description	IsAvailable	UOM
			۲	T				
1		Cleaner		Clorox Toilet Bowl Cleaner 24 oz Clorox, Toilet Bowl Cleaner, 24 oz.		Clorox, Toilet Bowl Cleaner, 24 oz.	Available	EA
2		Cleaner		Lysol Disinfectant Cleaner	24 oz	Disinfectant Cleaner, 24 oz.	Not Available	EA
3	1. W	Cleaner		Lysol Spray	32 oz	Lysol Spray All Purpose Cleaner 32 oz	Available	Bottle
1		Disinfectant		Daily Gard 75% Alcohol Wipes	5X7	Daily Gard 75% Alcohol Wipes, 80 ct wipes per tub.	Available	EA
5	Balanterset (Disinfectant		Disinfectant Aerosol Spray	500ml / 16.9oz	Nexus Sugle, Aerosol Disinfectant Sanitizing Spray, 75% Isopropyl Alcohol, Unscented, 500ml / 16.9oz Can	Available	EA
6	Per III	Disinfectant		Disinfectant Spray, In-Cide	32oz	IN-Cide Disinfectant Spray 32oz (1 U.S. Quart) Bottle	Available	EA
		Disinfectant		Disinfectant Wipe	160 wipes	Maxill MyColio Disinfectant Wipes 6x7 160 / Tub	Available	EA
		Disinfectant		Lezer Clean Disinfecting Wipe	80 ct / pack	Lezer Clean Disinfecting Wipes, 80 ct. pack	Available	EA
e2		Disinfectant		Micro-Cide Liquid Disinfectant	Gallon	Micro-Cide Liquid Disinfectant Cleaner, For Spray or Fogger application, 1 gallon	Available	EA
0	16.	Evo Brotoctio		Patatu Cagalaa	Adjuctabl	Goggles, Splash Polycarbonate Lens, Anti-Fog, Scratch Resistant, Size	Ausilable	ΕA

4. PPE Request page. Request → Request Items

lom	e Reque	st ▼			We	lcome Kevin I	lwang	Logou
que	st - Step (One: Add Item in	to Cart by Clicking	Add Link.				
ng a	column hea	ader and drop it her	re to group by that colu	mn				
lo	Image	Category	ProductType	Size	Description	IsAvailable	UOM	
		T	T		T			
0		Cleaner	Clorox Toilet Bowl Cleaner	24 oz	Clorox, Toilet Bowl Cleaner, 24 oz.	Available	EA	Ad
2	AN I	Cleaner	Lysol Disinfectant Cleaner	24 oz	Disinfectant Cleaner, 24 oz.	Not Available	EA	
Q.	2-10	Cleaner	Lysol Spray	32 oz	Lysol Spray All Purpose Cleaner 32 oz	Available	Bottle	Ad
ŝ		Disinfectant	Daily Gard 75% Alcohol Wipes	5X7	Daily Gard 75% Alcohol Wipes, 80 ct wipes per tub.	Available	EA	Ad
i	Data farmari	Disinfectant	Disinfectant Aerosol Spray	500ml / 16.9oz	Nexus Sugle, Aerosol Disinfectant Sanitizing Spray, 75% Isopropyl Alcohol, Unscented, 500ml / 16.9oz Can	Available	EA	Ad
5	Profession in the second	Disinfectant	Disinfectant Spray, In-Cide	32oz	IN-Cide Disinfectant Spray 32oz (1 U.S. Quart) Bottle	Available	EA	Ad
£0.		Disinfectant	Disinfectant Wipe	160 wipes	Maxill MyColio Disinfectant Wipes 6x7 160 / Tub	Available	EA	Ad
ı.		Disinfectant Lezer Clean B0 Disinfecting Dis		80 ct / pack	Lezer Clean Disinfecting Wipes, 80 ct. pack	Available	EA	Ad
	<u>n</u>		Micro-Cide		Micro-Cida Liquid Disinfectant Cleaner, For Spray or Fonger application, 1			
							X	aak

5. Add PPE Items to Cart by clicking Add link button on the right end of the items and enter quantity needed and click Add button.

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Produ	Editing Record	d +> ⊂ − ⊂ ×		IsAvailable	UOM	
			-			
Clorox 7 Bowl Ci	- H	2		Available	EA	Ad
Lysol Disinfec Cleaner	Product Type:	Lysol Spray		Not Available	EA	
Lysol Sr	Size:	32 oz				Ad
Deile Or	UOM:	Bottle	_			
Alcohol	Request Qty:	10 ×		Available	EA	Ad
Disinfec Aerosol	t Description:	Lysol Spray All Purpose Cleaner 32 oz	propyl	Available	EA	Ad
Disinfec Spray, I	t. r	✓ Add × Cancel		Available	EA	Ad
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anthe-						
Lezer C Disinfec	ting pack	Lezer Clean Disintecting Wipes, 80 ct. pack		Available	EA <u>1 Iter</u>	<u>Ad</u>
roup b	ting pack	Lezer Clean Disinfecting Wipes, 80 ct. pack + Č – C ×		Available	EA <u>1 Iter</u> UOM	<u>Ad</u>
oup b	ting pack	Lezer Clean Disintecting Wipes, 80 ct. pack		Available	EA <u>1 Iter</u> UOM	<u>Ad</u>
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oup b product go ce Ma sposal Ply, St ay Clc sk wil go	Editing Record Product Type: Size: JOM:	Lezer Clean Disinfecting Wipes, 80 ct. pack	e Universal	Available IsAvailable Available Available	EA <u>1 Iter</u> UOM EA EA	<u>Ad</u>
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Lezer C Disinfec Disinfec Produc go ce Ma sposal Ply, St ay Clc ssk wil go ssk, Kl ssk, N tering cepiec	ting pack Editing Record Product Type: Size: JOM: Request Qty: Description:	Lezer Clean Disintecting Wipes, 80 ct. pack	e Universal	Available Available Available Available Available Available	EA 1 Iter UOM EA EA EA	Ad Ad Ad
Ce Ma sposal Produce go ce Ma sposal Ply, St ay Clc ssk wil go ssk, Kl tering cepiece ssk, Ni tering cepiece	Editing Record Froduct Type: Size: JOM: Request Qty: Description:	Lezer Clean Disintecting Wipes, 80 ct. pack	e Universal	Available Available Available Available Available Available Available	EA 1 Iter UOM EA EA EA EA	Ad Ad Ad

5.1 In the ProductType column, click drop down arrow, and select Contains. The Application will display items related to the product type.

D	COUN			intor	Gonerioe	Broward County				
Hom	e Requ	est •					Welcome Kevin	Hwang	Logout	
Reque Drag a	est - Step	One: Add Item in	to Cart by Clicking	g Add Link. umn				<u>2 lte</u>	ms Selec	C
No	Image	Category	ProductType	Size	Description		IsAvailable	UOM		
		T	hand	1		T				
1	-	Hand Sanitizer	Hand Sanitizer	NoFilter Contains DoesNotC	ontain	Gel, 1/2 Gallon (64oz) Bottle, 70% Alcohol, Pump incluo	ed Available	EA	Add	^
2	Á	Hand Sanitizer	Hand Sanitizer	StartsWith EndsWith	l I	Gel, 1/2 Gallon (64oz) Bottle, 70% Alcohol, Pump includ	ed Available	Bottle	Add	
3		Hand Sanitizer	Hand Sanitizer Automatic Dispenser GreaterThan		Available	EA	Add			
4	Piler 	Hand Sanitizer	Hand Sanitizer Foam Dispense	LessThan GreaterThanOrEqualTo LessThanOrEqualTo		Wall Mount, Ritz Safety	Available	EA	Add	
5		Hand Sanitizer	Hand Sanitizer Gel Refill	Between	en	1200ml Gel Refill Cartridge, LTX, 2 Gel Packs / Box	Available	Box	Add	
6	N BIN	Hand Sanitizer	Hand Sanitizer Gel, Flip Top Pour Cap	IsEmpty NotisEmpt	ty	Disinfectant, Gel Solution, 70% Ethyl Alcohol, 8 oz bott	e Available	EA	Add	
7		Hand Sanitizer	Hand Sanitizer Liquid Gel, Isopropyl Alcohol	IsNull nitizer el, I Gallon Hand Sanitizer Containe		er Liquid Gel, 70% Alcohol, 5-Gallon Container	Available	EA	Add	
8	Ę	Hand Sanitizer	Hand Sanitizer Refill for Dispenser, Ritz	1L	Deb Dispense Cartridge	er Refill, Instant FOAM Alcohol-Based Hand Sanitizer, 1L	Available	EA	Add	,
								× Go t	ack	

	1001	
Product Type	Inditive Hand Sanithere Solution	
Sce	Baz	
UOM	EA	11 =
Request City	100 x	
Description	In284 Hand Sanilizer, 70% alcohol, Buz bottle	
		iles
41	of and W Control	

6. When all items are requested, click the shopping cart icon on top right of the page. Hover mouse on the cart. It will display PPE items added to the cart.

B	BR WARI			Inclo	Broward County			
Hom	e Reque	est 💌				Welcome Kevin I	Iwang	Logout
leque	est - Step (One: Add Item in	to Cart by Clicking	Add Link.			<u>3 lte</u>	ems Select
Drag a	a column he	ader and drop it her	e to group by that colu	imn Oine	1.	Lysol Spray Mask, KN95		^
NO	Image	Category	Producti ype	Size	3.	In2itiv Hand Sanitizer	Solution	
1	N	Cleaner	Clorox Toilet Bowl Cleaner	24 oz	Clorox, Toilet Bowl Cleaner, 24 oz.	Available	EA	Add
2		Disinfectant	Daily Gard 75% Alcohol Wipes	5X7	Daily Gard 75% Alcohol Wipes, 80 ct wipes per tub.	Available	EA	Add
3		Disinfectant	Disinfectant Aerosol Spray	500ml / 16.9oz	Nexus Sugle, Aerosol Disinfectant Sanitizing Spray, 75% Isopropyl Alcohol, Unscented, 500ml / 16.9oz Can	Available	EA	Add
4	Ĩ	Disinfectant	Disinfectant Spray, In-Cide	32oz	IN-Cide Disinfectant Spray 32oz (1 U.S. Quart) Bottle	Available	EA	Add
5		Disinfectant	Disinfectant Wipe	160 wipes	Maxill MyColio Disinfectant Wipes 6x7 160 / Tub	Available	EA	Add
6	-	Disinfectant	Lezer Clean Disinfecting Wipe	80 ct / pack	Lezer Clean Disinfecting Wipes, 80 ct. pack	Available	EA	Add
7		Disinfectant	Micro-Cide Liquid Disinfectant	Gallon	Micro-Cide Liquid Disinfectant Cleaner, For Spray or Fogger application gallon	1 Available	EA	Add
8		Eye Protection	Safety Goggles	Adjustab	Goggles, Splash Polycarbonate Lens, Anti-Fog, Scratch Resistant, Size Universal	Available	EA	Add
9	~	Face Protection	Face Shield, Clear	Adjustabl	Face Shields, Clear, Anti-Fog, Reusable, Washable, Protective, Adjustable Strap, Height = 12 Inch, Width = 8 Inch	Available	EA	Add
							X Go I	back

7. Displays all items requested for review. When fields 1 - 8 are completed, click the Submit Request button on the bottom.

P	Reque	st v				Welcome k	(evin Hw:	ang Lo
с -	roquo					Trefcome in		<u></u>
est	- Step T	wo: Ente	r Request Information, Review and Sul	omit request.				
ve	nt:	Ē	Covid 19					•
Priority: Crit			Critical					•
tle	÷	i i	Request PPE for Purchasing					
oin	nt Of Cont	tact	Kevin Hwang					
ho	ne:	Ĩ	954-261-5404					1
ma	ail:	i i	syhwang@broward.org					1
eq	uest Fron	n:	Purchasing					
ote	e:	ľ	This order is for Purchasing Division. It will be	e used for office worker.				
pda	ate Reque	esting Item	Information:					
pda I o	ate Reque Size	esting Item Image	Information: ProductType	Qty	Not	te		
pda lo	ate Reque Size 32 02	esting Item Image	Information: ProductType Lysol Spray	Qty 10	Not Lysol Spray All Purp	le Nose Cleaner 32 oz	Edit	×
Jpda Jo 1	ate Reque Size 32 oz One Size Fits All	esting Item Image	Information: ProductType Lysol Spray Mask, KN95	Qty 10	Not Lysol Spray All Purp Mask, KN95,	le Iose Cleaner 32 oz Packs of 10	Edit	×
lpda lo 1 2	ate Reque Size 32 oz One Size Fits All 8oz	esting Item Image	Information: ProductType Lysol Spray Mask, KN95 In2itiv Hand Sanitizer Solution	Qty 10 100 100	Not Lysol Spray All Purp Mask, KN95, In2itiv Hand Sanitizer, 7	te oose Cleaner 32 oz Packs of 10 5% alcohol, 8oz bottle	Edit	× × ×
Jpda 10 1	ate Reque Size 32 oz One Size Fits All 8oz	esting Item Image	Information: ProductType Lysol Spray Mask, KN95 In2itiv Hand Sanitizer Solution	Qty 10 100 100	Not Lysol Spray All Purp Mask, KN95, In2itiv Hand Sanitizer, 7	te Hose Cleaner 32 oz Packs of 10 5% alcohol, 8oz bottle	Edit Edit	× × ×

8. When the order is submitted, you can see the request from the Request List page. Request Arequest List

"	BRYTCOCCE448	Cover 15	he Parriet	Critical	Caraseine	Net CheckedDur	Kinves Literang	0542615404	Patheore	Kiren Hisang	BARAGED T	Date
			Augurat							100.00		
41	BRWD00000422	Covid 13	REBC	Critical	Completed	Completed	Lucia Wessian	8643578298	PURCHABING	Jerry Karg	01/27/2021	Detail

9. The Requestor and IRIS Admin will receive the request confirmation email.

Broward County - Request Confirmation for Number #BRWD00000448



Dear Kevin Hwang

This email is to confirm that the your request BRWD00000448 has been submitted. Please see below for the request detail.

Request Information

Request Number	BRWD00000448
Request Date	2/5/2021
Point of Contact	Kovin Hwong
Email	syfeeing@broward.org
Phone	9542615404
From	Davie

Order List

No	Produc Type	5129	Request Qty	UOM	Note
1	Lysiol Spray	32.02	10	Bottle	Lysol Spray All Purpose Cleaner 32 oz
2	Mask, KN95	One Size Fits All	100	ΕA	Mask, KN05, Packs of 10
3	In28/ Hand Santizer Solution	802	100	EA	In28tv Hand Sanilizer, 75% alcohol, 8oz bottle



Broward County Purchasing Division 115 S. Andrews Avenue, Fort Lauderdale, FL 33301 Email: IRIS/Bbroward.org Office: 954-357-6066 www.broward.org/Purchasing

IV. Approve PPE Request

1. Approver receives the request email and logs to IRIS to see the outstanding requests for approval.

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e	BHWOGBBOTTS	Dave 16	PPE for Envergency Monageneent Datation	Orbited	Gaussed	Created			Hall Checker(Cut	EMERGENCY MANAGEMENT	WATHORN MLEN	ekonistore	0.0
2	3R//068893318	Covel 19	PPE Supplies for WTT Detailes	Creat	Decard	Contest			Hill Chesholdad	defended@breven	PARMALIA	11/18/2020	ine
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e.	UNVOCESSARE	Owie 19	048	Other	Concerned	Control			Not Oscillated	MUMANI BERVICER	Temperate Broandbeyet	62.04(2)(2)	Des
•	HIT/VOCEDBRAKT	Cont 19	IRCAD-IS Manka for Skaff	Critical	Completed	Granted			Red ChevilandCol	AVIATION - INFORMATION BY®	Junite Hallon	82/05/2021	Uni
6	SERVICES SALE	Dovie 19	Reparat PPE Inc. Purchases	ORM	Completive	Conded			ner Checker/Out	Parchailing	Keels Houng	10060001	Úm

2. The approver will click Detail link for reviewing the request.

Ent System
Incident Response Incident Response </th
Inventory Admin + Purchase Order + Receiving + Request + CheckDut + Report + Welcome Se Yeon Hwa heart - Step One: Enter Request Information, Review and Submit request. Request Number BSW0000000448 Event Cruit 19 Ontice Provide * Provide Bayeed PPE for Purchasing * Point S4-301-5404 * Enait Request Rome: Provide Purchasing Enait Request Rom: Provide Purchasing Enait Request Rome: Provide S2-201-5404 Enait Request Rom: Provide S2-201-5404 Update Requesting Intermation: Requested By: Kave Hwang Orabid Date: S2-201 Update Requesting Intermation: Update Requesting Intermation: Size Option: Size
Request Nome: Request Information, Review and Submit request. Request Number Priority: Priority: P
Request Number ERWC00000048 Exent Circuit 19 • Proofly Citcsel • Take Request Number Knvis Hvang Point S54-361-5404 • Emet Knvis Hvang • Point S54-361-5404 • Emet Knvis Hvang • Point S54-361-5404 • Emet Knvis Hvang • Request From Purchasing • Request From Purchasing Distons II will be rand tor office worker. • Requested By Knvis Hvang • • Created Date Style States • • Update Requesting termination: • • • •
Request Number BSW00000048 Event Cmill 19 - Printly Cilibas - Printly Cilibas - Printly Regreed PPE for Parchaening - Printly S54-201-5404 - Requested By: Kovin Hwang Iwell be nind for office wolker Created Date: 25/0214 - Update Requestion Stor Qip Approved Date Ivalue: Stor Qip Approved Date
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Number Citical Approved Contact Request PPE for Purchasing
Request PPE for Purchases Request PPE for Purchases Kevis Huwing State State State Image Numerical State Request Prome Numerical State Request Prome Numerical State Request Prome Numerical State Request Prome Numerical State Requested By: Kevis Huwing Created Date: State Approver Commercial State Other Image Frometry State Other State State Other
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Phone 954-381-3404 Image: synthesing Bit forward.org Request From: Parthamp Requested Bits: Kevre Hwang Crusted Date: 25/2021 Update: Requestion: From added by the state of the sector of
Image witwong@browsmil.org Request From: Purchaseg Distance. If will be rand for office worker. Requested Ray Kovin Huming Requested Date: 20/2021 Option: Requester view
Request From loguestar Nute Purchasing Distance. If will be named for office worker. Requested By: Created Date: Approver Comme Kovin Humang 2/2/2021
Requested By Created Date: Kevin Hwang 20/2021
Requested By. Kove Heang Created Date: 2/5/2/21 Approver Comme 2/5/2/21
Created Date: 25/021 Approver Comme
Approver Comme Update Requesting hem Information: No Image ProductType Size Oty ApprovedOty Note
Update Requesting item Information: No Image ProductType Size Oily ApprovedOily Note
to image Productlype Size by Approveduity Note
1 Lysol Spray 02 10 Lysol Spray All Purpose Cleaner 32 oz Edit ×
2 Mask, KN95 Coe Size Fitz Au

3. Approver can approve individual items or click Fill Up All button to approve all requested items.

	diling Record		* 0 -					
Prod Size Ana UON Reg Dee	duct Type t dation Oly M genet Oty uniphon	Lyneit Spray 32 oc 1012 Boths 10 - Lynei Spray Al Purgeos (Jaarse)	12 cel					
***	rowed Oly		x Caro					
12. Ap	prover Com	ne Approve.						
No	Image	ProductType	Size	Qty	ApprovedQty	Note		
1	2	Lysol Spray	32 oz	10	10	Lysol Spray All Purpose Cleaner 32 oz	<u>Edit</u>	×
2	0	Mask, KN95	One Size Fits All	100	100	Mask, KN95, Packs of 10	<u>Edit</u>	×
3	0	In2itiv Hand Sanitizer Solution	80Z	100	100	In2itiv Hand Sanitizer, 75% alcohol, 8oz bottle	<u>Edit</u>	×
						✓ Fill Up All ✓ Approve ✓ Not Approve	× Ca	ncel

When Approver fills up the items and completes the review, the approver clicks the Approve button on the bottom of the page. The approved request will now be accessible in the Request Approval History Page.

BREEVVARD	Incident Re	sp
Home Inventory • Admin • Purchase Order • Receiving •	Request • CheckOut •	Re
Request List for Approval	Request Items Request List Request Approval	
Drag a column header and drop it here to group by that column	Request Approval History	
433 URWD00000448 Covid 19 Perchasing Critical Completed Approved Se Yeon He	ning 8205/2021 Not ChemedOut Purchasing	Kevis Hisarg 02/05/2821

[@]Broward County Purchasing Division 2020

View approval detail by clicking on Detail button.

		townstory -	Adme + Purcha	ass Ordel .	Becahing +	Hequil . CheckOut .	Report +	Welcome Se Ye	rin 16
Register in the Second Decision of the Second D	panet	Step One: E	nter Request Inform	nation, Rev	view and Subm	rit request.			
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V. Check Out PPE Items

1. Warehouse admin accesses the checkout dashboard for outstanding request. The <u>Select</u> link will only appear upon approval by Approver.

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Showard County Furthering Division 2020

2. Once a request is selected from the available checkout list, the requested information, approval infomation, requested items and quantity and approved will be shown. When the warehouse admin selects a requested item from the list, IRIS will display the PO number, PO Date, Item location, vendor ordered, available quantity and unit price.

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3. When the warehouse admin clicks the <u>Add</u> link button on right side of the available item or double clicks on the item, the checkout item pop-up window appears and IRIS automatically fills out quantity based on availability of the item. Warehouse Manager will then click Add button on the bottom.

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PPE items from State of Florida are \$0.00 unit price.

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Hover mouse on the cart to see the check out details. Click the cart icon or CheckOut button on the bottom.

	3 Items Selected
tus	1. Lysol Spray, 32 oz, GCE 212: 10 2. Mask, KN95, One Size Fits All, Deerfield Warehouse: 100 3. In2itiv Hand Sanitizer Solution, 8oz,
illed	Deerfield Warehouse: 100
illed	Mask, KN95, Packs of 10
illed	In2itiv Hand Sanitizer, 75% alcohol, 8oz bottle

4. This screen is the final review for the check out. Select Pickup location, time and pickup Note.

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5. When checked out, the detail information will be available on checkout list page.

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6. When PPE items are prepared for requestor in warehouse, click Send Email button to send a pickup notification to the requester with pickup slip attached.

Broward County - Pickup Notification for Request Number #BRWD00000448



Dear Kevin Hwang

This email is to inform that the your request BRWD00000448 is ready to pick up. Please see the below for the request detail and pick up information.

Request Information

Request Number	BRWD00000448
Request Date	2/5/2021
Point of Contact	Kevin Hwang
Email	syhwang@broward.org
Phone	9542615404

Pickup List

No	Produc Type	Size	Request Qty	Filled Qty	Outstanding Qty	UOM	Status	Note
1	Lysol Spray	32 oz	10	10	0	Bottle	Filled	Lysol Spray All Purpose Cleaner 32 oz
2	Mask, KN95	One Size Fits All	100	100	0	EA	Filled	Mask, KN95, Packs of 10
3	In2itiv Hand Sanitizer Solution	8oz	100	100	٥	EA	Filled	In2itiv Hand Sanitizer, 75% alcohol, 8oz bottle

Pickup Information

Pickup Location	Deerfield Warehouse
Pickup Address	1600 W. Hillsboro Blvd Deerfield Beach FL 33442
Pickup Date & Time	Monday, February 8, 2021 2:00 PM
Note	Please be on time and located left side of the building.



Broward County Purchasing Division <u>115 S. Andrews Avenue, Fort Lauderdale, FL 33301</u> Email: <u>IRIS@broward.org</u> Office: 954-357-6068 <u>www.broward.org/Purchasing</u>

Pickup Slip – PDF file

Request Number: BRWD00000448 Requester: Kevin Hwang Request Date: 2:5/2021

Broward County Inventory System

Point of Contact: Kevin Hwang Email: syltwangij broward org Phone: 9542615404

No	ProductType	Sin	Qty	FilledQty	Outstanding	Status	Note
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2	Mask, KN95	One Size Fits All	100	100	0	Filled	Mask, KN95, Packs of 10
3	In2ity Hand Sanitizer Solution	Sec.	100	100	0	Filled	In2itiv Hand Sanitizer, 75% alcohol, 8oz bottle

7. When the requester picks up the items, requestor will sign the pick-up slip for warehouse admin to upload the pick-up slip to IRIS application as proof for the pickup.

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PO Detail

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	POId PO Nu	mber: PUR2000033	1									
	121	Purchase Order	PUR2000033	03/10/2020	Partial Received	Hand Towels (C-Fold)	240 xt	SANDRA L. GAMPBELL	120	\$2.4870	\$298.44	
	122	Purchase Order	PUR2000033	03/10/2020	Complete	Phone Towels		SANDRA L. CAMPINELL	300	\$0.7957	\$205.44	
	POId PO Nu	mber: PUR2000034	1									
	123 🥌	Punctusse Order	PL00000054	03/10/2020	Complete.	Facual Taxaale		PHARMACARE INTERNATIONAL INC	210	\$1.5300	8321.30	
	POId PO Nu	mber: PUR2000035	5									
	124	Purchase Order	PUR2000035	03/10/2020	Not Received	Ciloxus, Non- Latex	1.	GRAINGER	20	\$8,0900	\$161.80	
	125	Purchase Order	PUR2000035	03/10/2020	Not Received	Gloves, Non- Latex	NL.	GRAINGER	20	\$8.0000	\$161.80	
	POId PO Nu	mber: PUR2000036	5									
	124	Purchase Order	PUR2000038	03/10/2020	Not Received	Disinfecting Wipes	10 Wipsa	GRAINGER	t.000	\$7,9700	\$7,970.00	
	POId PO Nu	mber: PUR2000031	r									
	127	Purchase Onlar	PUR2000037	03/11/2020	Not Received	Hand Sanitizer Automatic		SANDRA L. CAMPBELL	150	\$0.000	\$0.00	
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Request Outstanding Report

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