

MANAGEMENT MEMO

NUMBER:
MM 15-02

SUBJECT:

NEW REQUIREMENTS FOR REPORTING THE PURCHASE OF GOODS AND SERVICES

DATE ISSUED:
MARCH 27, 2015

EXPIRES:
WHEN RESCINDED OR
SUPERSEDED

REFERENCES:

Executive Order B-12-11
Supersedes Management Memo 03-09

ISSUING AGENCY:
DEPARTMENT OF
GENERAL SERVICES

Purpose

The purpose of this management memo (MM) is to notify departments that are subject to DGS oversight about two changes to requirements for reporting purchases:

- 1) Effective the summer of 2015, there is a new system for reporting the purchase of goods and services. DGS will notify procurement and contracting officers directly of the exact effective date.
- 2) Effective July 1, 2016, there is a new requirement to report all goods and services purchases, regardless of dollar amount that are within DGS' oversight.

This MM supersedes MM 03-09, *State Contract and Procurement Registration System (SCPRS)*.

Policy

- 1) New System
Effective upon the launch of statewide procurement in the Financial Information System of California (FI\$Cal), BidSync is replaced and all departments will be required to report the purchase of goods and services valued at \$5,000 or more into the FI\$Cal SCPRS. FI\$Cal SCPRS retains all the functionality of BidSync.
- 2) New Requirement
Effective July 1, 2016, all departments will be required to report information for the purchase of goods and services for all transactions that are subject to DGS oversight regardless of dollar value (this includes the purchase of goods and services below \$5,000 that are subject to DGS oversight.)

These reporting requirements apply to all contracting types including Information Technology (IT) goods and services and Non-IT goods and services.

Departments Using FI\$Cal

Departments that are transacting in FI\$Cal will have all their transactions automatically reported/registered for them.

**Departments
Not Using
FI\$Cal**

Departments that have not transitioned to FI\$Cal will report the purchase of goods and services over \$5,000 into FI\$Cal SCPRS beginning summer of 2015 through June 30, 2016.

On July 1, 2016, these departments will report *all* purchases of goods and services that are subject to DGS oversight into FI\$Cal SCPRS, regardless of dollar value (see New Requirement in the above Policy section.)

**State
Contracting
Manual**

DGS is developing *State Contracting Manual (SCM) Volume FI\$Cal* for FI\$Cal users. A Broadcast Bulletin will be issued when this volume of the SCM is available online.

For departments not using FI\$Cal, the SCM Volumes 2 and 3 will be updated to reflect this policy change as well as provide procedures on how to report purchases of goods and services in FI\$Cal SCPRS.

Training

DGS and FI\$Cal are developing hands-on training modules for departments transitioning to FI\$Cal. Schedules will be announced when the training modules are completed.

Questions

For additional information about this MM, please contact the DGS Procurement Division's Policy and Procedures Office at: ppo@dgs.ca.gov.

Signature


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Department of General Services

3/27/15
Date