



MEETING SUMMARY

May 17, 2012

Ziggurat - Executive Dining Room – 707 3rd Street, West Sacramento

Purchasing Authority Round Table (PART) – Kick-off Meeting

Attendees: Chuck Callahan, David Brady, Inga Olson, Marlon Paulo, Lisa Keeler, Mark Lamb, Lauren Neisen, Sarah Cering, Fran Archuleta, Pat Mullen, Cheryl Angeles, Carlos Chavez, Eric Mandell, Mary Anne DeKoning, William Rodriguez, Terry Munoz, Renata Rasberry, Liz Bourrage, Jim Culbeaux, Sheri Huber, Jennine Fenton, Melissa Matsuura, Melissa Eidson, Sabrina Donelli, Bryan Hobson, Charlene Fain-Kessler, John Marengo, Bernie Quinn, Michael Banuelos, Jim Butler, Kim Heartly-Humphrey, Anita Schaffner, Ricardo Martinez

Things to get out of PART:

- Updated Forms & Templates
- Increase efficiency
- Eliminate redundancy
- Increase the level of communication
- Streamline processes including LPAs
- Train procurement staff to conduct IT procurements in a timely manner
- Recruitment/training for IT to obtain skill sets that are needed. (CaTA uses ISA classification & they get staff who are technically knowledgeable, but not procurement knowledgeable)
- Issues w/ CUF & pass through's
- Consistent information from DGS procurements/policies
- Promote best practices
- Make improvements to Intermediate Acquisitions Certification Program (IACP)

Objectives:

- Establish reliable standards
- Provide mentoring & training
- Reduce complexity of procurements

Recent Changes:

- Broadcast bulletins nomenclature (P = policy, K = contract and E = event)
- Scorecard – assess needs & dollar thresholds – Target completion date is July 2012
- CMAS Increase limits to \$1M
- Dedicated Liaisons for State Departments



PART Membership:

- Draft Bylaws will be emailed to PART participants before the next PART meeting.
- PART meetings will occur every two months.
- Meeting minutes, power-point presentation, and member roster will be emailed to PART meeting attendees.
- Renata Rasberry is the PART liaison

Change Agent (Inga Olson) Brainstorming:

Categories & Leads are as follows:

- Paperwork Reduction – Sheri Huber
- Personnel Development – Kim Heartley-Humphrey
- Templates – Liz Bourrage
- Delegations – Marlon Paulo
- Communication – Michael Banuelos
- Consolidation – (**no leader**)
- Training – (see Personnel Development)
- Best Practices for Contract Management – (**no leader**)

Brainstorming:

During the Brainstorming session, PART members participated in categorizing ideas to improve statewide procurement. Member's ideas were grouped into eight categories and offers to lead each group are identified. Each group lead will schedule to meet in May/June to write objectives and develop an action plan. The group's objectives and action plan will be presented at the PART membership meeting in July for feedback and consensus. The Objective and Action Plan is forwarded to the PART Sponsor for approval.

DGS/Procurement Division, Purchasing Authority Management Section (DGS/PD/PAMS) staff will be assigned to support each group's effort in preparing its objectives and action plan. Group leaders are encouraged to contact Renata Rasberry to identify DGS/PD/PAMS resources.

Forms Library:

One-stop shop for forms, templates, boiler plates, reference material, etc.

Jim Butler advised that DGS/PD would send an announcement out regarding broken links. Carlos Chavez advised that instructions would be sent out linking to new information.

Boilerplate language should be vetted through OLS.

OPPL Webpage:

- Bernie Quinn will send out instructions on accessing this page. It will only be available to PCO/PAC's to use as a discussion forum.
- Sheri Huber asked if there will be the availability to subscribe to receive "new" policy postings.; the answer was yes.



- Michael Banuelos suggested having a conference call to collectively discuss new and revised policies. A conference call reduces numerous emails and telephone inquiries OPPL receives for policy clarification.

Scheduled Meetings:

Future PART meetings are scheduled at the Ziggurat Executive Dining Room - 10:00 a.m. to 12:00 p.m. on the following dates:

Thursday, July 19, 2012

Thursday, September 20, 2012

Thursday, November 8, 2012