

# Meeting Minutes

Thursday, August 1, 2013  
1:00 p.m. – 2:40 p.m.

## 1. Welcome and Introductions

The meeting was called to order by Ricardo Martinez at 1:07 p.m. Ricardo welcomed PART members and introduced new employees, Carolyn Deitsch and Brad Shepley in Purchasing Authority Unit (PAU), and Bob Door, manager of CalPCA.

Ricardo congratulated Department of Technology (DoT) approval to increase the IT Purchasing Authority delegation to \$5 million. Marlon thanked PART and PAU for partnering with DoT and the customer service received from PAU staff.

The PART members present where:

- State department representatives:  
Sandra Winters, Vicki Goins, Kim Heartley-Humphrey, Sandra Bradley, Marlon Paulo, Janice Price, Deborah Chu, Michael Quiaoit, Louise Lozoya, Charmaine Sonnier, Grace Johnson

DGS/PD:

- Sarah Cering, Charleen Fain-Keslar, Carolyn Deitsch, Bob Door, William Rodriguez, Carlos Chavez, Terry Muñoz, Renata Raspberry

## 2. Performance and Environmental Standards Workgroup Update

Charleen Fain-Keslar – presented the PES workgroup drafts of the policy for State Agency Buy Recycle Campaign (SABRC) and Standard Specification Development Plan (documents are below). PART members are asked to review the drafts and submit comments by August 20, 2013 to the PES workgroup [daniel.garza@dgs.ca.gov](mailto:daniel.garza@dgs.ca.gov) or [charleen.fain-keslar@dgs.ca.gov](mailto:charleen.fain-keslar@dgs.ca.gov). PART member asked if members can participate on the PES work group. Charleen replied, the workgroup has a few openings. Charleen reminded members to review the list of products on CalRecycle's website and the DGS/PD Buying Green handbook on DGS website. Members asked will CalPCA create a training class for buyers on SABRC. Bob Door will discuss developing a class with the CalPCA staff.



PES\_Progress\_Report\_August\_13.pdf



Standard Specification Plan.Draft

## 3. Purchasing Authority Application Process

Carlos Chavez presented the final version of the new purchasing authority application (PAA) process and attachments. The original purchasing authority application and the Purchasing Authority Verification Form (PAVF) will be obsolete and the new PAA will become effective October 15, 2013. Carlos introduced drafts of the revised Purchasing Authority Increase Request (PAIR) form and its policy. PART members were asked to review and edit the PAIR and policy and return to Purchasing Authority Unit by August 9, 2013. The draft PAIR form and policy are attached.

Carlos and Sarah explained, general increases will be considered during a department's purchasing authority renewal and transaction based increases can be submitted at any time to the PAU. Marlon asked if the proposed IT MSA of \$10 million dollars will be processed as a general increase in delegation. Sarah confirmed the IT MSA will be processed as a one-time transaction based increase.

Sandra from CHP asked if the PAA will have a bottled water category. Sarah responded, purchasing drinking water for state employees is a gift of public funds; an agency must obtain certification from a local health agency that certifies drinking water is not fit for human consumption, then the department may request, if necessary, an increase in the non-IT competitive delegation to purchase bottled water. The PD Food Acquisition's Unit has a contract that contains bottled water. Charleen explained provisions for purchasing bottled water and the governor's requirement to procure energy efficient water coolers. William informed PART the drinking water policy will be updated in the SCM.



#### **4. New PART Workgroup**

Carolyn Deitsch – Purchasing Authority Unit Policy liaison, requested PART members assistance with refreshing acquisition documentation tools, such as, Bid Quote Worksheet and Procurement Summary. The following PART members volunteered to assist the new workgroup:

- Kim Heartley-Humphrey
- Deborah Chu
- Marlon Paulo

#### **5. Mission Critical Certification**

Marlon Paulo inquired if the Mission Critical Certification (MCC) is required, as the original objective was due to budgetary constraints. Have other departments experienced a delay in the procurement approvals due to the MCC? Ricardo explained the MCC is still a requirement and the Governor's Executive Order is still in effect; and a request to rescind the MCC Executive Order must be raised to the governor's office.

#### **6. Open Forum:**

Marlon asked will DGS/PD process IT NCBs, Limited to Brand (LTB), and Special Category Request (SCR) requests. Ricardo stated PD is continuing discussions with DoT to transition IT procurements. Sarah explained contracts that are "reportable IT projects" or "non-reportable IT projects", is the deciding factor for procurements to be submitted to PD for processing.

**7. ACTION ITEM(S):**

- *PART Members review drafts of the State Agency Buy Recycle Campaign (SABRC) and Standard Specification Development Plan by August 20, 2013.*
- *Review and forward changes to the draft purchasing authority increase request (PAIR) form and PAIR State Contracting Manual (Policy), by August 9, 2013, attention: [renata.rasberry@dqs.ca.gov](mailto:renata.rasberry@dqs.ca.gov).*
- *Ricardo Martinez – present PART discussion on Mission Critical Certification with PD's senior management team and Jim Butler.*

**Meeting Adjourned at 2: 40 p.m.**