



STATE of CALIFORNIA  
**DEPARTMENT of  
GENERAL SERVICES**  
PROCUREMENT DIVISION  
ENGINEERING BRANCH

PERFORMANCE & ENVIRONMENTAL STANDARDS WORKGROUP



**DGS**

Revision History

Revision	Date	Author	Description

## Overview

In 2012, the Department of General Services, Procurement Division, Engineering Branch (EB) embarked on a process to improve our internal operations and better serve our customers, i.e. state procurement professionals. In a strategic planning process we listened to our staff and customers. The outcome, a direction for: managing delegations, improving service delivery, promoting competitive green acquisitions and expanding external service channels. Guiding these outcomes begins first with understanding the meaning of managing delegations.

Managing delegations involves identifying the services provided by the EB and ensuring Procurement Contract Officials (PCO) can implement procedures to equitably fulfill these roles and responsibilities as outlined within the State Administrative and Contracting Manuals. It means providing clear, concise expectations in a transparent audit process. And, it means, providing technical assistance to PCOs for achieving best value competitively bid procurements. Once roles and responsibilities are understood the next step is to improve service delivery.

Improving service delivery begins with partnering EB initiatives with the Procurement Authority Round Table (PART), fostering open communication specifically for assisting PCO and Purchasing Authority Contacts (PAC) and improving procurement policies and practices. Notably this partnership is the right choice. The result – a Performance and Environmental Standards (PES) Workgroup.

## Purpose

A Performance and Environmental Standards (PES) Workgroup will assist customer procurement professionals in improving policies and practices and achieving best value procurements. Comprised of a consortium of procurement professionals and technical subject experts, the goal of the PES is to:

- Provide guidance and assist procurement professionals in achieving best value, thereby reducing risk to procurement audits.
- Reduce risk in the procurement process: cost, processing time and protests.
- Create a transparent process and central clearing house for standards development.
- Increase the state's purchase of products lowering the state's carbon footprint.
- Convey performance and environmental studies and proposed legislation and regulations impacting purchasing activities.
- Provide a means of coordination with other state and federal agencies, programs and work groups involving regulatory, research and data collection efforts.
- Encourage participation by state agencies in initiatives to improve the environment and support government initiatives.
- Document policies and procedures in the State Administrative Manual and/or State Contracting Manual

## Responsibilities

Scheduling and facilitation of the Performance and Environmental Standards (PES) Workgroup meetings is the responsibility of the Department of General Services Standards & Quality Control Manager or designee.

Team members' responsibilities are:

- Attend a monthly meeting, or as required.
- Participate in subgroups, as needed, to research and/or develop assigned tasks in support of PES objectives.
- Adhere to Procurement Authority Round Table (PART) Bylaws.
- Collaborate and establish a PES action plan.
- Actively participate in decision making process.
- Provide information related to team member's department purchases, programs and/or government initiatives.
- Provide monthly progress reports.
- Present PES progress reports at PART quarterly meetings.

## Schedule & Location

The Performance and Environmental Standards (PES) Workgroup shall meet on the third Thursday of every other month.

Additional meetings may be scheduled, as required.

Meetings to be hosted by the Department of General Services (DGS) at DGS headquarters:  
The Ziggurat | 707 3<sup>rd</sup> Street | Room: to be determined\* | West Sacramento, CA 95605

*\*the room location will be provided in the calendar invitation*

## Resources

Department of General Services (DGS), Procurement Division (PD) Engineering Branch and various units within PD.

State Contracting Manuals, Vol 2 &3

DGS Buying Green Guide

## Principal Sponsor

Charleen Fain-Keslar, Standards & Quality Control Manager Procurement Division  
Department of General Services