

MANAGEMENT MEMO

NUMBER:
MM 16-03

SUBJECT:
REPORTING ACQUISITIONS OF GOODS AND SERVICES IN THE STATE CONTRACTING AND PROCUREMENT REGISTRATION SYSTEM (SCPRS)

DATE ISSUED:
JUNE 17, 2016

EXPIRES:
WHEN RESCINDED OR SUPERSEDED

REFERENCES:
Government Code 14600, 14615, 14616
Public Contract Code 10295, 10333, 10351, 12100 et seq
Executive Order B-12-11
Supersedes Management Memo 15-02

ISSUING AGENCY:
DEPARTMENT OF GENERAL SERVICES

Introduction Numerous state agencies that are not yet transacting in FI\$Cal have requested assistance in meeting reporting requirements outlined in Management Memo 15-02. As a result of these requests, the Department of General Services is modifying policy to offer: 1) reporting relief; 2) an interim solution with an upload tool; and 3) an additional transition period for those utilizing the upload tool.

Background and Purpose Management Memo (MM) 03-09, *State Contract and Procurement Registration System (SCPRS)* announced the requirement for state agencies to register acquisitions into the State Contracting and Procurement Registration System (SCPRS) for the purchase of goods and services above \$5,000.

MM 15-02, *New Requirements for Reporting the Purchase of Goods and Services* superseded MM 03-09 and announced the following changes to SCPRS policy:

- Effective January 4, 2016, the state transitioned from the BidSync system to the Financial Information System California (FI\$Cal) for reporting acquisitions of goods and services in SCPRS.
- Effective July 1, 2016, there is a new requirement to report all acquisitions of goods and services, regardless of dollar amount in FI\$Cal SCPRS.

The purpose of this MM is to modify policy published in MM 15-02 pertaining specifically to state agencies that are **not** transacting in FI\$Cal as follows:

- Acquisitions paid with a credit card that are under \$2,500.00¹ AND executed without a purchase document are exempt from the SCPRS reporting requirement.
- A transition period for reporting acquisitions of goods and services is available for state agencies that elect to utilize the SCPRS Upload Tool.

Continued

¹ See State Contracting Manual Volumes 2 and 3 Chapter 9, Section 9.B6.0

**Background
and
Purpose
(cont)**

As used herein, the term state agency shall include all agencies, departments, boards, commissions or other state bodies within California's Executive Branch.

It is critical that all acquisitions are entered into the system as required. This is an essential part of contracting and purchasing duties and in keeping with Executive Order B-12-11. Adherence to the SCPRS reporting requirement is, where applicable, also necessary for state agencies to receive and maintain delegated purchasing authority and current contract review/approval exemption levels from DGS and will be subject to DGS reviews and audits.

PolicyNew System

Effective January 4, 2016, state agencies are required to report acquisitions of goods and services into FI\$Cal SCPRS.

New Reporting Requirement

Effective July 1, 2016, state agencies are required to report ALL acquisitions of goods and services (except as exempted below) regardless of dollar value. This reporting requirement applies to all contracting types such as Information Technology (IT) goods and services and Non-IT goods and services.

Transactions Exempt from Reporting

Acquisitions paid with a credit card that are under \$2,500.00² AND executed without a purchase document are exempt from the SCPRS reporting requirement.

Transition Period

A transition period through January 6, 2017 is available for state agencies that elect to utilize the SCPRS Upload Tool. State agencies will be expected to retroactively report all acquisitions back to July 1, 2016 (effective date of reporting requirement).

Access to SCPRS

State agency personnel that need access to the FI\$Cal SCPRS should contact their department liaison who can assist with the role mapping process. A department liaison (DL) list is available on the FI\$Cal website Resources page at:

<http://www.fiscal.ca.gov/resources/>

SCPRS Registration Number

FI\$Cal SCPRS does not generate a registration number and therefore it is no longer a requirement to document a SCPRS registration number on contract documents (such as STD. 65 or STD. 213).

**State
Agencies
Using
FI\$Cal**

State agencies that are transacting in FI\$Cal will **not** need to manually enter transactions into the SCPRS module; SCPRS registration occurs as a result of transacting in the system.

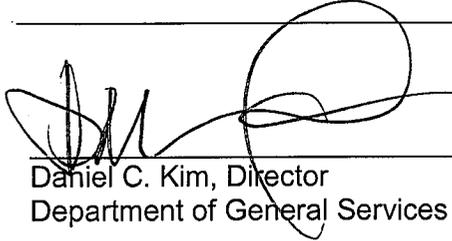
² See State Contracting Manual Volumes 2 and 3 Chapter 9, Section 9.B6.0

Training FI\$Cal SCPRS training is available at: <http://fiscal.ca.gov/training-academy/future-release-training.html>

Questions For questions about this MM, please contact the DGS Procurement Division's Purchasing Authority Unit at pams@dgs.ca.gov.

For questions about the SCPRS "Upload Tool" please contact the DGS Procurement Division's eProcurement Unit at eprocure@dgs.ca.gov.

Signature



Daniel C. Kim, Director
Department of General Services

6/17/16
Date