



Meeting Minutes

Thursday, January 29, 2015
10:00 a.m. – 12:00 p.m.

1. Welcome and Introductions

The meeting was called to order by Ricardo Martinez. Guest speaker and Acting DGS Director, Esteban Almanza welcomed PART members to the meeting and express his gratitude towards PART participation.

2. FI\$Cal Updates

Roger Anderson and Susan Sudmann – Roger gave an update on Wave 2 set to launch in July. A few important aspects leading up to Wave 2 are:

- Basic testing will begin within the next few months for SB/EPP/PA units for functionality.
- March will kickoff user acceptance testing for departments set to start in Wave 2.
- Main functionality going into effect in Wave 2 are solicitations/contracting, p-cards, SV/DVBE certifications, and vendor managements will all be conducted within the FI\$Cal system.
- Wave 4 outreach event will be held on February 5 at DGS. This meeting will address any questions departments have on training for the new system. Any departments who would like to attend this meeting, please email fiscal.cmo@fiscal.ca.gov
- FI\$Cal Forum scheduled on March 4 at Department of Health Care Services.
- There is no confirmed date of the BidSync cutover yet, but exact dates will be announced after user acceptance testing (UAT).
- Regardless of which wave a department is in, BidSync is scheduled to be shut off this July. Wave 4 exempt/deferred departments will be trained on how to use FI\$Cal, but will not release solicitations in the system, but will use CSCR as their platform.
- If any issues during UAT do arise, BidSync will not be shut off.
- Key issue to decide for Wave 2 whether or not to keep BidSync available until all solicitations within the system are completed or will all information be migrated into the FI\$Cal system.

3. Customer Collaboration Focus Groups – Construction Projects

Tanya Little – Tanya expressed the need to increase our SB/DVBE construction supplier pool and is reaching out to PCO/PACs and their SMEs on how to accomplish this task. An email will be sent out to complete a survey and asked to participate in a collaborative focus group. The focus group's main function is to identify methods and recommendations to improve the state's SB/DVBE construction contracting activity.

4. Future of Sustainable Purchasing

Charleen Fain-Keslar

5. Preparing for FI\$Cal

Amy Rodriguez – BidSync decommissioning was discussed in Roger and Susan’s presentation. **SCM-F** - Amy announced that the branch is currently working on combining SCM 2 and 3 for SCM-F. A draft of the entire SCM-F is due to Jim Butler March 1. Everyone will be notified of the proposed changes. A question was raised regarding auditing and the FI\$Cal system, whether or not FI\$Cal will replace DGS Audits since everything will be uploaded or created electronically in the system. Amy will discuss the functionality of auditing and file documentation with DGS/OAS for an answer.

6. Purchasing Authority Reengineering

The Purchasing Authority Unit is working diligently to streamline the PA process, policies and increase efficiency.

- **Policy and Application: Amy Rodriguez**
 - Changes to policy: there will be one PA number opposed to two, the number remaining the same.
 - Chapter 1 of SCM 2 and 3 are almost complete and in the process of being finalized.
 - One of the main components included in the new chapter is the requirements for requesting increases to purchasing authority.
 - There will no longer be an annual application. The application will only be for new Purchasing Authority requests only. Departments won’t be applying every year.
 - In lieu of the annual application, an annual review will be conducted. A schedule will be coordinated with DGS’ OAS, to ensure there is no overlapping of reviews.
 - There will not be any reviews conducting between May and July due to department’s high volume year end duties.
- **Internal PAU Procedures: William Rodriguez**
 - With the implementation of FI\$Cal Wave 2, PAU is revamping internal procedures to become very transparent with their procedures.
 - PAU has a service level agreement to acknowledge a customer’s Purchasing Authority Request within 24 hours and to process the request within 10 business days.
- **Purchasing Authority Change Request (PACR): Jennifer Nguyen**
 - A new form, the PACR will be used for any change to a department’s purchasing authority (PCO change, address, increases to dollar thresholds, etc.)
 - Intent is to streamline increase request documents (SLP/MAER/PAIR)
 - PACR is finalized, but will not be released until policy changes have been approved.
- **PAU Tools/Evaluation Documents: Brad Shepley**
 - PAU is in the process of drafting an evaluation tool used when departments request increases to delegation thresholds to hold a consistent approach.
 - The tools are still being developed, but will be shared with departments for input when a draft has been created.
- **Policy & Procedure Checklist: Terry Munoz**
 - P&P checklist is provided to all departments to assist with developing desk procedures for their own departments.
 - The checklist constantly changing to incorporate any revisions to any new laws or policies.
- **Statement of Commitment: William Rodriguez**
 - Since the last PART meeting, the PCO Statement of Commitment feedback received has been incorporated and taken into consideration as we modified the

document. We consulted with the legal team and softened the language (per your requests) and should be able to send it out by mid-February.

- We have almost completed the draft PAC Statement of Commitment and should be able to share that with you and request feedback by mid-February as well.

7. Cloud Update and Discussion

Bernie Quinn – Bernie gave an update on the state’s Cloud First Policy, Cal-Cloud, and SaaS. The Cloud computing webpage has been developed and contains all the information you need to know about the Cloud. The website contains checklists, FAQs and is easy to find. If there is any information on cloud you would like to see on the website, please email PPO@dgs.ca.gov.