



# Meeting Minutes

## Tuesday, February 9, 2016

### 1:00 a.m. – 3:00 p.m.

#### 1. Welcome and Introductions

The meeting was called to order by Tom Abeyta, who introduced two new DGS Purchasing Authority Unit Specialists: Adrian Carranza and Nick DeAngelis.

#### 2. FI\$Cal Updates

**Susan Sudman, Supervisor, FI\$Cal Business Team.** –

January 4 Fiscal went live – with CSCR, SCPRS, and SB/DVBE functions. Information is coming to you from both FI\$Cal and DGS Policy: FI\$Cal provides system functionality while DGS provides policy. Letters were sent to vendors providing directions to access system and log in. Role mapping was discussed – FI\$Cal assigns roles which give departments access according to the job. Submit access questions to FI\$Cal. They are in the process of developing a CSCR Tips & Tricks to help departments and vendor community. So far there are fifteen items. Cal eProcure is a separate group to assist the vendor community and answer their questions. System anomalies were discussed.

#### 3. CalPCA FI\$Cal Training Updates

**Joseph Watkins, Manager, CalPCA** – Joseph introduced two new CalPCA staff: Brent Seavers and Kimberly Hewitt.

CalPCA Offers FI\$Cal webinars: regular CalPCA classes have been on hold since April 2015 to develop Cal eProcure learning opportunities. Cal eProcure webinars for contractors, vendors, suppliers and bidders began on December 9<sup>th</sup>, with 40 Registration webinars having been attended by 397 individuals and 32 Certification webinars having been attended by 146 individuals! State buyer webinars began recently – with 24 webinars on SCPRS, CSCR, Progress Payment and FAQ sessions – and have been attended at an average of 12 participants per session. Please see the CalPCA website for a calendar of webinar classes currently available.

“CalPCA 360°” is CalPCA’s endeavor to become a comprehensive, accredited training environment over the next several years. At the center of this endeavor is the acquisition of a Learning Management System. CalPCA is seeking a CMAS contractor to develop this learning system. Online class modules will be available 24/7, to eventually include Basic, Intermediate and Advanced procurement class levels. Basic Acquisition Certification Training (BACT) will have online modules. Fiduciary Fridays is a program that is being developed which will provide in-depth, topic-based information; these topic presentations will be on UTube.

CalPCA Advisory Team is in the rudimentary stages of being developed to address our growing need for resources and SMEs. State participation of procurement SMEs is encouraged.

#### 4. Update from the Performance and Environmental Standards (PES) Workgroup.

**David Garza, Associate Procurement Engineer** -- PES is a subgroup of PART with members from Office of Technology, Franchise Tax Board, CDCR, CalFIRE, and EDD. The Environmentally Preferable Purchasing (EPP) program within the DGS Engineering Branch, works with PES to assist departments to buy green and to develop tools, guidance, and purchasing standards for green

buying. This is a valuable tool and resource to help agencies buy green. The PES group meets the third Thursday of every other month; the next meeting will be March 17, 2016. Participation and assistance from PART members is requested. The Greengov challenge resulted in the development of a website to track EPP efforts. Green Buyer website link: <http://greenbuyer.org/>. This website or something similar may be used in the future to measure green buying in the State and may also be used to assist the Governor's Office or other interested agencies in tracking these trends.

To help DGS/EPP identify priority commodities to focus their EPP efforts, PES asks that agencies complete a survey on Sustainability in Purchasing, see <https://www.surveymonkey.com/r/IO-LCA2015>.

**5. State of California – 2016 Winter Business Showcase, February 24, 2016.**

**Tanya Little, Manager, California's Business Development Program** – Tanya reported that the Winter Business Showcase will take place on February 24, 2016, in West Sacramento. This event connects Small Businesses and Disabled Veteran Business Enterprise communities with state representatives in a collaborative forum to promote partnerships and increase business opportunities. State agencies are encouraged to participate – with a minimum of three representatives being ideal to allow for one person to be a “matchmaker” and two or more to attend the Fair and Showcase.

**6. Roundtable Discussion.**

**Tom Abeyta, Supervisor, Purchasing Authority Unit** – Tom shared that there is a big push to find out what contracts expire in the next three years and to alert department, providing bidding notification so that the NCB process is not needed.