



# Meeting Minutes

Thursday, March 14, 2013  
1:00 p.m. – 2:00 p.m.

## 1. Welcome and Introductions

The meeting was called to order by Mark Lamb at 1:10 p.m.

The PART members present where:

- State department representatives:  
David Brady, Vicki Goins, Kim Heartley-Humphrey, Jose Zavala, Karen Smith, Donetta Williams, Marlon Paulo, Grace Johnson, Melissa Brucell, Deborah Chu, Sheri Huber, Jeannine Fenton, Louise Lozoya, Kelly Takigawa, Grace Johnson

DGS/PD:

- Mark Lamb, Sarah Cering, Roger Anderson, Pat Mullen, Shirley Ramudo, Kimmi Mooney, William Rodriguez, Daniel Garza, Brad Shepley, Terry Munoz, Renata Rasberry

## 2. Technology Acquisitions Branch – Update for RFP and IFB Template Revision

Roger Anderson informed the group that TAB is currently revising the General Provisions, where substantial changes to the Dispute Resolution and Software provisions. Also, the project team is working with DGS/Office of Legal Services (OLS) to revise Section II-Rules Governing Competition of the RFP and PCC 6611 – Negotiations.

- TAB will review PART's recommendation to the RFP template.
- Roger will meet with the non IT Branch to form a DGS project team to review recommended changes in the IFB for IT and Non IT Acquisitions.
- The DGS RFP/IFB Template project team will present proposed revisions to PART for feedback at the May 16, 2013 meeting.
- The revised RFP/IFB templates will be completed by July 2013.

## 3. Alternative Protest Process (APP)

Shirley Ramudo, manager of the Dispute Resolution Unit presented the APP, the statute and history of the alternative protest process. Shirley stated APP is a solution for IT acquisitions and large dollar integrated acquisitions. APP criteria will be introduced to departments later this year. PD Protest staff will gradually roll out APP and meet with departments interested in using the program. Shirley will introduce the APP to PART prior to rolling-out to customer departments.

## 4. Performance and Environmental Standards Workgroup

Daniel Garza provided an update on the PES workgroup of the 2/19/13 kick-off meeting. PES will finalize the charter; define its mission and draft new policy for Environmental Preferred Products (EPP). The PES workgroup will vet the new EPP policy for toner cartridges, recycled paper and paint in PART and establish a work plan to assist agencies with Subject Matter Experts (SME) from various environmental agencies to assist PD Engineers in developing specifications.

## 5. eDigital Coordinator

Sarah Cering introduced Kimmi Mooney to PART. Kimmi explained the proposed duties of the eDigital Coordinator position. Ricardo implemented the eDigital position as a result of PART's Paperwork Reduction Workgroup. The eDigital position is tasked to create a repository for customers to have access to CMAS contracts and an electronic filing system for PD staff to respond to Public Records Requests. Additional eDigital program information will be presented at the May 2013 PART meeting.

## **6. Open Forum:**

1. Pat Mullen informed PART of a new policy for Digital and Wet Signatures.
  - PD will not require wet signatures on purchase orders (65's). A 213 will require wet signatures. PART member asked PD to consider including the new signature requirement in the IT MSA that is currently out to bid.
  - Kim Heartley-Humphrey asked how is DGS evaluating or validating financial responsibility? Ms. Heartley-Humphrey recommends PD to hire an outside supplier to perform financial validation. For more information on financial evaluation and validation, please contact PD staff, Pat Mullen or Martin Stevenson.
2. Kelly Takigawa asked for more information on the new requirement to submit a department's Annual Procurement Plan with the Purchasing Authority Application? Sarah responded – the Annual Procurement Plan is a general tool the Purchasing Authority Unit will use to determine increasing a department's dollar threshold(s) and staffing standards.
  - Will DGS have minimum staffing standards?
  - We want to head in that direction. The PAU will seek volunteers from PART to participate in a working group to develop staffing standards.
3. PART members expressed frustration when registering staff in open CalPCA classes in the Training Registration System (TRS). TRS shows open classes, however when attempting to register, TRS says classes are full.
  - Pat Mullen encourages users to retry registering CalPCA classes in TRS.
  - Recently, CalPCA classes are not full. Walk-in students are accepted. Remind your staff that CalPCA strictly enforces students to arrive by 8:15 a.m. No exceptions. Classes will begin promptly.
  - Will CalPCA teach on-site classes? Yes, CalPCA will consider teaching at your worksite. Contact Ricardo Martinez to discuss onsite training at your location.
  - CalPCA is paperless; class content is emailed to students at their work email address.

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

- *Present New Purchasing Authority Application.*
- *eDigital Coordinator Program information.*
- *Send details to PART members for the 1-year anniversary celebration.*

**Meeting Adjourned at 1:54 p.m.**