



Purchasing Authority Round Table

# Meeting Minutes

Tuesday, May 10, 2016  
1:30 p.m. – 3:30 p.m.

## 1. Welcome and Introductions

**Ricardo Martinez, Branch Manager Policy, Training and Customer Services Branch** - The meeting was called to order by Ricardo Martinez. He introduced Chief Deputy Director Jeff McGuire of the Department of General Services (DGS), the Purchasing Authority Unit (PAU), the DGS California Procurement & Contracting Academy (CalPCA) and the key note speakers.

## 2. Remarks from DGS Chief Deputy Director

**Jeff McGuire, DGS Deputy Director** - Guest speaker and DGS Deputy Director, Jeff McGuire, welcomed PART members on behalf of the Director and expressed his gratitude towards PART participation. He stated he has been with DGS for four months and is learning a new language. He also pointed out a few elements that are some of DGS goals to provide procurement information to departments.

- More collaboration and open dialogue with our partners in complying with laws and regulations.
- Streamline strategic goals in procurement and work through barriers related to SB/DVBE.
- Meet with agencies to provide assistance in meeting SB/DVBE goals.
- Develop solutions to increase department's purchasing authority, which will include criteria to demonstrate a department's procurement ability through accreditation, validation and use of CalPCA web - online training.

## 3. Financial Information System for California (FI\$Cal) Updates

**Susan Sudmann, Supervisor, FI\$Cal Business Team, FI\$Cal** - Current functionality is through the Cal eProcure website for CSCR and the SB/DVBE vendor search. The majority are still using SCPRS which involves manually uploading SCPRS and SB/DVBE into FI\$Cal. There has been a noted increase in vendor and bidder outreach since January 2016.

FI\$CAL Service Center (FSC) will handle any production issues and will be tracking each issue as they are recorded. A list of department liaisons are also available on the FI\$Cal website.

FISCal will be onboarding Wave 3 departments this summer, including DGS.

## 4. FI\$Cal SCPRS

**Sarah Cering, Purchasing Authority Management (PAM) Current FI\$Cal policy issues were presented-**

### Management Memo 15-02

- MM-15-02 states every transaction needs to be loaded into FI\$CAL starting July 1, 2016
- FI\$CAL SCPRS does not issue a registration number; SCM will be updated to reflect that change.

### Pending policy changes

- Transactions under \$2,500 are exempt from SCPRS entry – if no contract is needed

- DGS PD will not be requiring a hard copy of executed contract
- Looking at revising STD 65; a policy change will be issued before the revision to STD 65 is made.
- EPP and SABRC information is now built into FI\$CAL
- CalTECH and DGS looking at creating a dashboard starting early June.

CalPCA will have a class on SCPRS upload for FI\$Cal training starting with small groups and will progress to include additional departments. There will also be a website to help with UNSPC codes.

## 5. FI\$Cal Technical Requirements

**Renee Alexander, Manager, eProcurement Initiatives & Application, FI\$Cal Support and Intake & Analysis** - Renee presented a video on FI\$Cal technical updates. FI\$Cal will offer small groups CalPCA FI\$Cal classes. UNSPC codes will also be available on their website. The DGS, eProcure Team will be the new FI\$CAL Help Team. Departments will have until January 6, 2017 to enter into FI\$Cal and retroactively report all acquisitions at that point, if using the SCPRS Upload Tool per MM 16-03. SCPRS we do in FI\$Cal, but the public can still view in Cal eProcure.

CDCR is already working with FI\$Cal, as well as Water Resources.

Please submit all production issues to the FI\$Cal Service Center so the information can be tracked.

## 6. California Procurement & Contracting Academy (CalPCA) Updates

**Joseph Watkins, Manager, CalPCA-**

Six strategies CalPCA will be focusing on:

- Increase reach to departments
- Expand deliverables
- Provide new avenues for training such as YouTube, webinars, and eLearning
- Provide FI\$Cal training
- Provide more service contracting training - currently working with Office of Legal Service (OLS), DGS for availability of services
- Reduction on travel by providing training through eLearning

eLearning will increase webinars and focus on “on demand” training. FY 16/17 calendar is available on line. A survey is currently being developed that is less than twenty questions - regarding Broadcast Bulletins, purchasing & contracting alerts, and multiple field locations for classes. The feedback gained from the survey will help CalPCA improve on areas that need attention or focus. CalPCA also is putting together an advisory board and is looking for five to seven volunteers.

Basic Acquisition Certification Training (BACT) classes will be two days outside of class using webinars and three days in classroom training. There will be eighteen BACT classes offered. Some videos are already available on CalPCA’s YouTube and also located on the CalPCA’s website.

## 7. CalPCA Learning Management System

**David O’Hara, eLearning, CalPCA Learning Management System (LMS)** –David discusses the software application that will enhance course registration, and reporting capability, to include instructor led and web-based training. Application will also allow for curriculum feedback and scoring data. The following points were mentioned regarding LMS:

- Leveraging technology for learning purposes
- More interaction between students & teachers
- Readily accessible course documentation, administration, and evaluations
- Increase use of CalPCA training
- Learning Management System enhances work performance
- Helps implement an accreditation process for departments granted purchasing authority
- Completed Request for Offer (RFO) Draft
- DGS, Office of Business Acquisition Services (OBAS) is working on the LMS, RFO
- Estimated cost for 3-year contract - \$486,000
- Number of Licenses: 3,000 - 5,000
- Target Date – Implementation September 2016

## 8. Purchasing Authority Reengineering

**Tom Abeyta, Purchasing Authority Unit (PAU)** - Introduced new staff, ChiKul Patel to PAU.

The PAU goal towards a department accreditation program is to establish standardized measures and reports on demonstrated procurement capabilities.

The new Policy and Procedure (P&P) checklist goal is to evaluate department P&Ps within 30 days.

Development Progress of New Purchasing Authority (PA) Forms

- Purchasing Authority Application - still under development
- Purchasing Authority Change Request (PACR) - Purchasing Authority Increase Requests (PAIR) assessments are still under development

Purchasing Authority Reviews (PAR). In alignment with the accreditation program, onsite reviews will be conducted of procurement files for quality assurance. Review program will:

- Compliment DGS Office of Audit Services (OAS) audits
- Begin in January 2017
- Be conducted once every three years
- Establish a Quality Assurance Review Process – to include a check that P&Ps are up to date; that the solicitations in procurement files adhere to SCM; SABRC compliance standards are met; SB/DVBE goals are met; CalCard requirements are met; separation of duties exist and sufficient staff procurement training is conducted. If deficiencies are observed, the department develops a corrective action plan.

## 9. CUF Updates

**Anda Draghici, Small Business and Disabled Veterans Business Enterprise (SB/DVBE)-**

What is a Commercially Useful Function (CUF)?

An SB/DVBE certified firm (prime contractor, subcontractor or supplier of goods/services) Performs CUF when it is doing all of the following:

- Is responsible, with respect to products, inventories, materials and supplies required for the subcontract, for negotiating price, determining quality and quantity, ordering, installing, and paying for the material.
- Not subcontracting a portion of the work greater than expected by industry practices

An SB/DVBE certified firm Does NOT perform CUF if:

- An extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of SB/DVBE participation.

- Not being used to perform the work as stipulated in the bid.
- No longer used to provide good/services listed in initial bid response.

#### Purpose

- To provide reasonable assurance that no SB/DVBE is used as a pass-through on contracts.
- To prevent artificial/incidental SB/DVBE participation to meet the bid requirements.
- To ensure SB/DVBE incentives/preferences provided at bid evaluation are for services/goods that are part of the contract.

#### The Authority for CUF

SB 1510 (Statutes of 2012) strengthened CUF requirements in:

- SB - Government Code 14837(d)(4)(A)
- DVBE - Military and Veterans Code 999(b)(5)(B)

The DGS Website: <http://www.dgs.ca.gov/pd/home.aspx> under Buying Through State Contracts tab provides provides the following tools to assist in CUF compliance:

- Sample CUF Departmental Policy
- FAQs regarding CUF
- CUF Evaluation and Determination Worksheet
- DVBE Incentive Program Requirements for Goods and Information Technology

#### Contact:

Contracting/Procurement Officials

SB/DVBE Advocates, Directory available at: <http://www.dgs.ca.gov/pd/Programs/OSDS/advocate.aspx>

OSDS Website: <http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>

## 10. CDT Project Approval Lifecycle Overview

**Tiffany Angulo, CDT-** The project approval life (PAL) cycle is geared to provide improvement in IT projects, have better timelines and better schedules. It is a guided and structured process with specific information. STAR Project, PAL team have already developed Stages 1-3 and are currently developing Stage 4.

**Stage 1- Business Analysis:** Identify Problem/Opportunity, Establish Business Case/Need, Ensure Strategic Alignment, Assess Organizational Readiness

**Stage 2- Alternative Analysis:** Assess Existing Business Processes, Market Research, Mid-level Solution Requirements, Identify Solution Alternatives (COTS/MOTS, Custom, Existing), Recommend Solution, Procurement and Staffing Strategy, Project Timeline

**Stage 3- Solution Development: Part A** Procurement Profile, Detailed Solution Requirements, Statement of Work; **Part B** Solicitation Package (Evaluation Methodology, Cost/Payment Model), State Staffing Allocation

**Stage 4- Project Readiness and Approval:** Solicitation Release, Select Vendor, Contract Management, Baseline Project, DOF/Legislature Award/Approval