



# Meeting Minutes

Thursday, July 17, 2014  
10:00 a.m. – 12:00 p.m.

## 1. Welcome and Introductions

The meeting was called to order by Ricardo Martinez.

## 2. Department and Prime Contractor Reporting Requirements

**Tanya Little and Brittney Heth-Tran** – As a result of an audit, OSDS realized the state was not in compliance with Disabled Veteran Business Enterprise (DVBE) reporting requirements established by Military and Veterans Code Section 999.5(d) [Chapter 595, Statute of 2009].

- The statute mandates awarding departments to require prime contractors to certify that each DVBE subcontractor received payment for their participation, upon completion of a contract.
- The information was presented to state departments during the annual SB/DVBE Consolidation Reports training.
- Once departments are on FI\$Cal, the contractor should be able to enter the information directly into the system rather than having to report it to the contracting State Department.
- DGS is in the process of updating the policy within the State Contracting Manuals.

**Action Item: PART members are reminded to review the DVBE Subcontracting Form (FORM 810D) and the Prime DVBE Subcontracting Form and provide feedback to Brittney and Tanya.**

## 3. Communication Plan (DGS and CalTech)

**Donna Freeman (DGS) and Tiffany Angulo (CalTech)** – The communication plan between DGS and CalTech is intended to clarify requirements between DGS and CalTech (i.e. reporting requirements on IT purchases).

- There are 12 initiatives in process currently that DGS and CalTech are collaborating on.
- SCM V3, Chapter 13 (Reportable Projects) is in the process of being developed.
- There will be an upcoming Webinar (date TBD) that will have more information.

## 4. Policy Updates

**Kristopher Bianchini – Cloud Provisions** – The Cloud Provisions were expected to be completed by the end of July. However, since the meeting, the date has changed to the end of August. Once published, departments will be able to procure Cloud SAAS (software as a service) services.

**Brad Shepley – 1122 Procurement Program** – The 1122 Procurement Program has been published in the SCM V2 and is ready for use. CalPCA is in the process of developing the curriculum for departments wishing to use the 1122 Procurement Program.

## 5. Purchasing Authority Updates

**Sarah Cering and Amy Rodriguez** – PAU presented several changes that are being proposed and in process.

### REVISIONS/PROCESS IMPROVEMENTS:

- Chapter 1 of SCM V2 and V3 are being revised
- PAU wants to coordinate with the Office of Audit Services so that departments are not hit back to back by audits and then purchasing authority.
- Departments would not have to *apply* for purchasing authority anymore; rather, they would continue to have purchasing authority and be subject to an annual review instead. Additionally, the annual review would not fall within the busy end of year months of May, June or July.
- State departments that have been granted purchasing authority would have one purchasing authority number that would not change (currently, it changes every year and departments have one for IT and non-IT).
- The Purchasing Authority Increase Request (PAIR) will go away. Instead, the PAU is developing a Purchasing Authority Change Request (PACR) that will be all encompassing of any changes, including increase requests, changes in the PCO or PAC, etc.

### ADDITIONAL INFORMATION:

- The PAU does not require “wet signatures”. Departments are encouraged to email the [PAMS@dgs.ca.gov](mailto:PAMS@dgs.ca.gov) mailbox with original signatures rather than hand delivering or mailing documents with the wet signature. This helps expedite the process as well as operate more “Green”.
- Until the proposed changes are made, it’s important to remember the Secondary Department PCO (not a designee) needs to sign the Purchasing Authority Application or the PACR when changes are made to the Secondary Department.

## 6. Revisiting Goals for 2014

**Kristine VanKeuren – Solicitation Refresh Project** – There are currently three templates that are being focused on: 1) Informal 2) IT with CalTech and 3) Formal for non-IT Goods.

- Kristine is looking for participants to participate in a one-time 90 minute focus group. Participants should include buyers that have used the existing templates and staff from department legal offices that provide an internal review.

**Action Item: Contact Kristine if you or someone from your department would like to participate in the focus group.**

**Kristopher Bianchini – Checklists** – The checklists were temporarily put on the back burner due to conflicting priorities but will be revisited in the near future.

**Joseph Watkins – Education Efforts** – CalPCA is working hard to identify the participants for each of their classes (are they in the procurement shop, do they supervise the buyers, etc.). They plan to offer incentives to departments that share their organizational charts (i.e. priority registration). CalPCA also plans to host a quarterly “meet and greet” for the departments that have their PAU annual review coming due.