



# Purchasing Authority Roundtable (PART) Meeting Minutes

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August 2, 2012

Ziggurat Building  
707 3<sup>rd</sup> Street, 1<sup>st</sup> Floor Executive Dining Room  
West Sacramento, CA 95605

Meeting Started: 1:30pm  
Meeting Ended: 3:30pm

## Roll Call

The meeting was called to order by Ricardo Martinez. Role was taken by round table, self introduction format. The following people were present:

### PART:

Liz Bourrage, Michael Banuelos, Deborah Chu, Kim Heartley-Humphrey, Bryan Hobson, Sheri Huber, Lisa Keeler, Melissa Matsuura, Karen Smith, Nadine Tatum-O'Bannon, Andrew Young, Donetta Williams, Marilyn Kurosaka

### DGS/PD:

Ricardo Martinez, Sarah Cering, William Rodriguez, Renata Rasberry, Carlos Chavez, Amy Cooper, Pat Mullen

## Old Business

Ricardo began the meeting by calling the group's attention to the PART group bylaws that were distributed to the group at the last meeting. Ricardo then asked for a group motion to approve the bylaws. The bylaws were approved and accepted by the group.

Ricardo closed Old Business and moved on to New Business.



## New Business

### *Cal-PCA*

Ricardo announced the development and implementation of a new Cal-PCA online workshop. The first online workshop had a total enrollment of 452 students. As a result of this successful workshop a new 5 day online BACP class will be developed and launched later this year. The Cal-PCA is discussing the possibility of charging a fee for the online classes to ensure attendance. PART members requested a list of students who have successfully completed the online training be provided. Ricardo agreed for Cal-PCA to provide this information when requested.

### *TAB Workshop*

Ricardo Martinez introduced Amy Cooper from the DGS/PD Technology Acquisition Branch (TAB) to discuss the new pilot workshop for IT purchasing that TAB is working on. This workshop will allow students to work on real IT Procurements with experienced TAB buyers allowing the students hands on experience. The workshop will be launched around November 2012.

### *Forms Library*

Ricardo Martinez gave a brief description of DGS's PD Internet Library Project. This project created a new DGS webpage housing all commonly used procurement related forms, templates, reference material, and boilerplate language. Ricardo then introduced Carlos Chavez to give the group a presentation on how the Internet Library is used. Carlos also announced that the webpage was now live and available for everyone to use. Any problems or suggestions with the internet library should be directed to PD's Policy Unit at [PPO@dgs.ca.gov](mailto:PPO@dgs.ca.gov).

### *IT Terms and Conditions*

Ricardo Martinez next announced that the PD will be meeting with department Stakeholders on August 21, 2012 to renegotiate IT Terms and Conditions. Ricardo then opened the floor for comments (no response). Any comments are welcome or for more information, contact Charles Deyoe at [Charles.deyoe@dgs.ca.gov](mailto:Charles.deyoe@dgs.ca.gov)

Ricardo then closed New Business and moved on the PART workgroups.



## PART Workgroups

Ricardo opened by suggesting that a mediator/facilitator be hired to work with the individual PART workgroups. Ricardo asked for thoughts on this topic from the group. Various members of the group agreed that a facilitator could have been helpful during group discussions. The group then agreed that a mediator/facilitator would be hired and used when needed or requested by the different workgroups.

Michael Banuelos (FTB) expressed concern that no DGS representatives were assigned to his workgroup.

### *Communication Workgroup – Michael Banuelos*

The lead of the Communication Workgroup, Michael Banuelos opened by expressing how helpful it was working with other agencies on improving communication problems that PART will be improving. His group met and came up with five suggestions for improving communication. The group suggestions are as follows;

1. DGS' PD should develop process for meeting with other state agencies and departments on a consistent basis.
2. PD should assign one point of contact for all questions from outside departments.

➤ Sarah Cering supervisor for the PAU announced that departments do have one assigned analyst for purchasing authority.

\*\* Group requested PD create a Broadcast Bulletin announcing PAU assigned analyst list. (PAU will be creating and distributing BB)

3. PD needs to develop policies for putting out information.
4. PD needs to be represented at the Partnership Council.
5. Guidelines should be established for timely responses from DGS PD to customer departments.

The communications workgroup also requested more communication and notification from CTA and DGS regarding interloping policies.



A PART member expressed lack of customer support received when suggestions and comments for the SCM Vol.1 that was recently released by DGS OLS. When the customer contacted OLS to provide comments and was rudely told to call back and talk to a DGS attorney.

Ricardo said he would follow up on the complaint.

#### *Templates Workgroup – Liz Bourrage*

Liz Bourrage the lead for the Templates workgroup opened by noting that there was confusion amongst her group on whether the work was IT or Non-IT related. Due to this confusion the group has asked for new members and more working time.

New workgroup members who volunteered;

Karen Smith

Melissa Edison

Sheri Huber

Deborah Chu

#### *Delegations Workgroup – Marlon Paulo*

Melissa Matsuura presented a PA increase issue paper on behalf of Marlon Paulo and his Delegations workgroup. The issue paper and sample rubric for a new purchasing authority application were submitted to the group and opened for discussion. Sarah Cering discussed problems with some of the suggestions submitted. Ricardo then accepted the issue paper on behalf of PART and the suggestions/recommendations will be considered and possibly applied by the DGS/PAU to use when developing the purchasing authority Scorecard.

The group agreed that a facilitator could have been used for these delegation meetings so that DGS representatives would not have to feel like they were defending themselves.

The workgroup asked for more transparency from PD in the PAIR process, and Michael Banuelos asked how the recommendations and work done by the delegations workgroup applies to the current scorecard project the PD is working on. Carlos Chavez (lead for scorecard project) replied that all recommendations made by the delegation workgroup would be taken into consideration and reviewed by the Scorecard Project Team.



### *Paperwork Reduction – Sheri Huber*

Sheri Huber lead for the paperwork reduction workgroup announced that her group has not met yet and will try to meet the week of 8/6/12. The team will then develop an action plan. Sheri then announced the goals of the group;

1. Eliminate hard copy contracts
2. Eliminate hard copy documents
3. Eliminate hard copy solicitation process
4. Eliminate hard copy hand dated reports to DGS
5. PAA/PAVF should be submitted electronically
6. Document management
7. Digital signature and Electronic Storage
8. Change the policy for contract documentation

Ricardo then closed the workgroup discussions and moved on to working group assignments.

### *Working Group Assignments*

Ricardo next proceeded to assign new assignments for the working groups;

Communication Workgroup – Will start working on solutions to their proposed recommendations.

Delegations Workgroup – Action Plan Completed

Paperwork Reduction Workgroup – Will begin to meet and work on goals.

Templates Workgroup – reconvene in August

### **Closing Remarks**

Ricardo suggested the addition of a Policy Workgroup and asked for a volunteer to lead the group. If a PART member does not volunteer to lead the Policy workgroup, PD will lead the workgroup.

Ricardo informed the PART group that the Department of Finance is currently changing SAM language for the procurement of training services. Next PART meeting is scheduled on September 20, 2012, 10:00 a.m. to 12:00 p.m.

Ricardo called the meeting to a close at 3:30 p.m.