



Purchasing Authority Roundtable (PART) Meeting Minutes

September 20, 2012

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

Meeting Started: 10:00am
Meeting Ended: 12:00pm

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, Kim Heartley-Humphrey, Sandra Winters, Debrorah Chu, Marlon Paulo, Melissa Eidson, Sheri Huber, Nadine Tatum-O'Bannon

DGS/PD:

Ricardo Martinez, Sarah Cering, Mark Lamb, William Rodriguez, Carlos Chavez, Pat Mullen, Bernie Quinn, Renata Rasberry

Old Business

Bernie Quinn announced the roll out and implementation of the Wiki Policy Blog will be delayed due to lack of staff.

Ricardo closed Old Business and moved on to New Business.

New Business

Policy Changes



Bernie Quinn gave a brief review of policy changes happening. He informed the group that all changes would be happening at the end of September. Policy changes will affect the following:

- Interim Risk Guidelines
- Commercial Useful Function – contract administrator monitoring
- LTB Statement
- STD 16 online

ITTP

The group asked if the ITTP was still being used during IT procurements. The group stated they are under the impression the ITTP is no longer used and has been abolished. The PD Policy unit stated the ITTP is still required per the State Contracting Manual and determine if the FSR Section 5 has all components of the ITTP.

The Policy unit will make changes to the SCM vol. 3 regarding the use of the ITTP.

E-Procurement

The Policy unit announced it is working with the DGS OLS and other stakeholders to develop electronic procurement documents so all future procurements can be done completely on line reducing the use of hard files.

Ricardo then moved on to PART Workgroup reports.

PART Workgroups

PART Workgroups leaders asked for timeline to submit Project Plans to PART Facilitator. PART members were informed to set their own project timelines and prioritize the top three efforts for improvement in the project work plans.

Ricardo informed PART members, that PART will not sunset. DGS/PD is committed to work diligently with its customer and improve ongoing daily challenges for conducting purchases.

Communication Workgroup – Michael Banuelos

The lead of the communication Workgroup Michael Banuelos restated his 5 high level recommendations from the last meeting:



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.
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 accommodate the Communications Workgroup request, PD will:

- Update PCO and PAC list
- Reach out to other PD branches for representation at future PART meetings
- MAPS staff contacts will be added to the Master Contact list
- Request DGS and Customer departments for comments to take to the AB 1498 Work Group

Ricardo stated he will work with the management team to conceptually create some kind of help desk with an email system that promptly responds to inquiries similar to the DGS/RESO Cruise System. Ricardo stated he would like to establish a help desk by Dec. 1, 2012.

Templates Workgroup – Liz Bourrage

Liz Bourrage, the lead for the Templates workgroup stated the group is moving along well and the RFP template has been reduced from 10 to 5 pages.

Paperwork Reduction Workgroup – Sheri Huber

The Paperwork Reduction workgroup is scheduled to meet with DGS/PD to present its Project Plan for improvement. The Team met and outlined its recommendation to improve the Purchasing Authority Activity Reporting, Reporting Requirements, Contract Files and Purchasing Authority Application.

Ricardo closed workgroup discussions and opened the table to the group;

Carlos Chavez gave a brief overview of the SCM and SAM reconciliation and Scorecard projects DGS/PD is currently working on.

Ricardo then called the meeting to a close at 11:30am.

Next PART Meeting: Thursday, November 29, 2012, 10 a.m.