



Meeting Minutes

Thursday, October 24, 2013
1:30 p.m. – 2:20 p.m.

1. Welcome and Introductions

The meeting was called to order by Ricardo Martinez at 1:32 p.m.

The PART members present where:

- State department representatives:
Michael Banuelos, David Brady (via phone), Sandra Bradley, Deborah Chu, Han Ha, Kim Heartley-Humphrey, Grace Johnson, Louise Lozoya, Elliott Mandell, Jackie Ngo, Megan Rettke, Michael Quiaoit, Monte Manson (via phone),

DGS/PD:

- Kris Bianchini, Bob Door, Daniel Garza, Terry Muñoz, Jennifer Nguyen, Bernie Quinn, Renata Rasberry, William Rodriguez, Brad Shepley

2. Performance and Environmental Standards Workgroup Update

Daniel Garza – presented the PES workgroup drafts of the policy for State Agency Buy Recycle Campaign (SABRC) and Standard Specification Development Plan. Daniel expressed his need of assistance from the PART members to fill vacant positions in the PES workgroup. Members will assist in the development of standard language and requirements of SABRC reporting. Daniel asked if each PART member could send the contact information for someone in their department in charge of EPP/SABRC so he could solicit information and input to Daniel.Garza@dgs.ca.gov.

PES workgroup currently meets monthly, every 3rd Tuesday of the month for those who are able to participate. Ricardo reiterated the importance of SABRC reporting and its correlation with Purchasing Authority reporting requirements. This would be a great opportunity for PART members to give their input.

3. PCR Process

Bernie Quinn – presented the Policy Change Request process on how to propose new acquisition policies and procedures or changing existing ones. This opportunity is opened up to PART members only. It is currently an internal process, but allowing members to express their needs for changes could be done so by filing out the Policy Change Request form and submitting it to PPO@dgs.ca.gov. After submitting a change request, any stakeholders that would be affected by the proposed change would be involved in the process.

Ricardo expressed his concern to the group to use this opportunity judiciously and keep in mind the effects of proposed changes will have on other departments.

Renata asked if there are any restrictions on SCM Volumes 1-3. Bernie stated that they cannot make changes to SCM Volume 1, however, if a request for a change is made, it will be forwarded to OLS as a recommendation.

Ricardo repeated the importance to the group that this is a pilot only and not opened statewide. This is an opportunity for PART members to give their input on policies and procedures and will not be broadcasted to everyone.

4. File Documentation Checklist Update

Kristopher updated the group with the upcoming consolidation and review of 8 File Documentation checklists due outdated information and policy changes. He would like to solicit feedback from the PART group on changes that they would like made. Policy will be holding a 6 hour meeting to go through each checklist to streamline the forms and make it user friendly. The meeting will be held on November 4 or 7. Please contact PPO@dgs.ca.gov or Carolyn.Deitsch@dgs.ca.gov for more information.

Michael Banuelos asked for those who are unable to attend the meeting if they could submit written comments. Kris instructed PART members who would like to provide written comments, please email them to PPO@dgs.ca.gov.

Kim Heartly-Humphrey asked if departments should bring their own checklists to compose department requirements/ needs to standardize the forms. Kris responded by instructing departments to bring internal forms to incorporate them into the standard form.

5. IT Supplier Evaluation

The Policy Unit and Department of Technology collaborated on this project to comply with the Governor's Task Force recommendation regarding vendor performance. They came up with requirements for submitting an evaluation form for IT acquisitions over 5 million. By submitting the form to DGS, DGS will determine how to remedy poor performance. The performance evaluation must be submitted within 60 days for any IT procurements over 5 million. The notice will be sent to suppliers to provide feedback and suppliers could then request a hearing.

Kristopher asked the members to please review the draft policy language for SAM/SCM and draft IT Supplier Evaluation form and provide feedback to PPO@dgs.ca.gov by November 8, 2013. If you would like a soft copy of the document or would like to be considered in the development meetings, please contact the email listed above.

William asked what requires reporting? Poor performance? Not hitting milestones? Kristopher responded that it will be required for all large IT procurements over 5 million. Renata asked who would run the hearings. Kristopher said right now, the Office of Administrative Hearings would, but they are considering others as they are developing the process. Ricardo stated that the hearings would give vendors due process and a chance to voice their side.

Sandra Bradley asked about the 90 day time frame response from DGS. CHP currently is going through a dispute with a vendor for over 2 years. Kris said that they will try to cut down the timeframe to less than 90 days, but 90 days would be the maximum.

6. Open Forum:

Monte Manson asked about bridging the gap regarding IT evaluation and PCR requests. He would like PCR requests be sent to the PART members so everyone is aware of what is being proposed. He expressed his concern about other agencies being affected and opening the change to the whole group. PART would act as a think tank to represent outside departments. Ricardo said that PART members could have a 10 day response period to discuss PCR requests.

Ricardo instructed Renata to reach out to other departments not involved in PART to express any concern they might have.

Michael informed the group regarding AB 906 – Personal service contracts must go through the union for approval before being executed. OLS will be notifying and develop a system to notify departments of their contracts.

7. ACTION ITEM(S):

- *PART Members submit contact information of someone in their department who deals with State Agency Buy Recycle Campaign (SABRC) and Standard Specification Development to Daniel.Garza@dgs.ca.gov*
- *Review draft policy language for SAM/SCM and draft IT Supplier Evaluation form and send feedback to PPO@dgs.ca.gov no later than November 8, 2013.*
- *Renata will schedule PART meetings for 2014*

Meeting Adjourned at 2:20 p.m.