



Meeting Minutes

Thursday, November 12, 2015
10:00 a.m. – 12:00 p.m.

1. Welcome and Introductions

The meeting was called into order by Ricardo Martinez, who introduced the Department of General Services (DGS) Purchasing Authority Unit (PAU), DGS Dispute Resolution Unit (DRU), DGS California Procurement & Contracting Academy (CaLPCA) and key note Speakers.

2. Financial Information System for California (Fi\$Cal) Updates

Roger Anderson, Partner Business Executive – Roger gave updates on Fi\$Cal and reported the target date to deploy is on December 9, 2015. Hard copies of Roger's presentation were made available to all attendees.

- System functionality testing is in process. User Acceptance Testing will confirm that Department users can perform their work functions as designed and functionality will meet the business needs of the Department.
- The main functions focused on are public searches, searching for certified SB/DVBE suppliers, viewing bidding opportunities and registration of supplier profile.
- BidSync functionality is being transitioned to Fi\$Cal including SCPRS, CSCSR, LPA contract search, SB/ DVBE certification application, and SB/DVBE searches.
- BidSync shall continue to run in tandem with Fi\$Cal until such time as it can logistically be phased out and/or will remain available to agencies in a "read only" basis. However, as part of the transition crossover, agencies at some point will have the ability to copy over a solicitation entered in BidSync for continuation of the bidding process until awarded in Fi\$Cal.
- Training materials are being finalized. Fi\$Cal will provide hands-on training on how to use the program and CaLPCA will help to develop policy training.

3. California Procurement & Contracting Academy (CaLPCA) Updates

Joseph Watkins, Manager, CaLPCA – Joseph introduced two new CaLPCA staff: Anela Freeman and Eli White.

- CaLPCA is developing and recording modules for their online curriculum as well as interfacing with Fi\$Cal, augmenting the Fi\$Cal Wave 2, Future Release, Exempt and Deferred (FRED) training and overhauling CaLPCA formats.
- Flagship classes would include the Basic Acquisition Certification Program (BACP), preceded by specific pre-requisites, with three days in class, providing opportunity for face to face interaction, and two days online, followed by "to be determined" post requisites.
- A very entertaining video clip was shown to demonstrate a training scenario.
- Question was asked about the lack of Intermediate and Advance training courses in the areas of Non-IT goods. Response was that CaLPCA is looking at other global, governmental entities as part of information for the development of these courses. Asked if the questioner is willing to help facilitate and participate in this developmental process. Response was the questioner agreed to participate.

4. CalPCA Learning Management System

David O'Hara, eLearning, CalPCA Learning Management System (LMS) –Software application to enhance the course registration, and reporting capability, to include instructor led and web-based training.

- Software will provide access to historical tracking for class attendees.
- Currently there are 2,000 to 5,000 active users of the eProcurement system.
- Unique Identifier for each person- Only one Log on ID name will be assigned to a student that will stay/move with the student throughout employment with State, i.e. promotion or lateral move within the Department or to other State Agencies.
- Question was asked as to whether the LMS contractor had been identified, response was this is currently in evaluation stages. Target timeline for rollout is early 2016.

5. Non-Competitive Bid (NCB)/Limited to Brand (LTB) New Policy

Renata Raspberry, Supervisor, Dispute Resolution Unit (DRU) – Renata reviewed the signature requirements for Non-Competitive Bids (NCB), Special Category Requests (SCR), and Limited to Brand (LTB) bids. On October 1st, Dispute Resolution Unit (DRU) began processing all NCB/SCR/LTB requests. This includes non-IT/IT goods and non-IT/IT services.

- Total Contract Dollar Amount- Ensure the Numbers Add Up when submitting forms.
- DGS/Procurement Division (PD) Approver - Greater than 5 million requires DGS, Director's signature.
- DGS/OLS Review – Greater than 250 million requires Office of Legal Services (OLS) review.
- Procurement will not be done through DRU if over State Agency's Delegation. DRU will however, forward to One Time Acquisitions (OTA) to process procurement for State Agency after approval.
- Pre-review can be done on a case by case basis for high dollar contracts.
- NCBs must be signed and approved by the Agency Secretary, Director, or Deputy Director.
- A question was asked if the NCB process can be concurrent with contract process in the case of urgent need – yes on a case by case basis, and communication is the key.
- It was further indicated that the Justification process took 21 days, but the entire NCB process may take up to 45 days.
- Verification criteria as to whether NCB IT project/contract request is a reportable or non-reportable process has yet to be determined.

6. Purchasing Authority (PA) Reengineering Status

The Purchasing Authority Unit (PAU) is working diligently to streamline the PA process, policies and increase efficiency. Updated Policy and Procedures will be developed in January 2016 to include the annual review process used along with the new PA approval structure.

- Changes to policy: there will be one PA number as opposed to two and the number remains the same and does not change once Purchasing Authority is approved.
- There will no longer be an annual application. An application will only be needed for new or changes in Purchasing Authority requests, including new Procurement & Contracting officer (PCO) or Procurement Authority Contact (PAC).
- In lieu of the annual application, an annual review will be conducted.
- Conceptual process was introduced regarding Tiered approach for standard purchasing authority dollar threshold limits, specifically, Bronze, Silver, Gold and Platinum Tiers. The

criteria for achieving each tiered level are in the conceptual stages and will be considered for incorporating into the State Contracting Manuals.

- Purchasing Authority will be granted based on Tiers and the criteria for each Tier must be met before going on to the next Tier. PA will be dependent on current PA and business needs which will be verified and validated by PAU.
- Tier 1 (Bronze) – level is appropriate to a small board or commission that merely needs to buy supplies. The requirements listed are all mandated in existing DGS statute or policy.
- Tier 2 (Silver) – level is the equivalent of what most departments with purchasing authority have today.
- Tier 3 (Gold) – level is an intermediate authority level that shows significant commitment to building a strong and viable purchasing function. It is likely the highest level most departments will ever attain.
- Tier 4 (Platinum) – level is reserved for the most advanced departments that have a need to conduct significant procurements.
- Question was asked with regard to the staffing criteria to be obtained for Departments. Response was this will be included as part of the evaluation, along with staff experience, training and demonstrated capabilities.
- Question was asked regarding what the recommended classifications are in staffing for Admin Procurement. Response was the PCO & PAC Classifications must be Director, Deputy Director, CEA. Staffing in Procurement should be at AGPA/AMA levels.