



# Meeting Minutes

December 13, 2012  
1:00 p.m. – 3:00 p.m.

## 1. Welcome and Introductions

*The meeting was called to order by Ricardo Martinez. Ricardo then asked for self-introductions of everyone present:*

*The PART members present where:*

*State department representatives:*

*David Brady, Deborah Chu, Jeannine Fenton, Sheri Huber, Grace Johnson, Sandra Winters, Vicki Goins*

*DGS/PD:*

*Ricardo Martinez, Roger Anderson, Sarah Cering, William Rodriguez, Carlos Chavez, Mark Lamb, Bernie Quinn, Jennifer Nguyen*

## 2. Office of Policy Procedures and Legislation

*Bernie discussed new additions to the State Contracting Manual (SCM) and a new OPPL Policy Blog.*

- *Policy Blog - will be available for agencies to solicit input before a new policy or procedure is published. OPPL will be fully staffed by January 2013, at which time the blog will begin.*
- *SCM Revisions*
  - *New language will be added allowing bottled water to be available for purchase if the water in the building is deemed undrinkable and RESD finds that installing a drinking fountain is not feasible.*
  - *CUF – SB1510 – There will be a 5<sup>th</sup> classification added to the CUF requirement. The new classification reads as follows;*
    - *(Buyer) Is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment.*
  - *FSR/ITPP*
    - *Tech 12-1 Letter will be issued by CTA in the very near future clarifying policy.*

## 3. CMAS - Purchasing Authority – Transaction Based Increases

*Ricardo presented possible increase of CMAS threshold*

- *Proposal has been shared with the Deputy Director.*
- *Increase threshold on CMAS - General increase of \$1 million across the board, allowing increases of \$1 million and not exceeding \$5 million. Increases exceeding \$1 million will be transaction based.*
- *CMAS users have saved 37%, but could save more if thresholds were higher.*
- *Non-IT services would not be increased and remains the status quo.*

- Requests surpassing \$1 million will be done on a case-by-case basis  
Not in effect yet. Formal proposal to the Director could possibly be as soon as Spring 2013.

#### 4. PD Help Desk

Mark discussed having a PD Help desk where agencies have a point of contact for any questions or PAMS issues.

- Help Desk has not been implemented due to budget cuts/lack of resources
- In the process of reclassifying a vacant position.
- Position would be the point of contact or help desk, or identify person who can assist with issue and follow up for completion – improving customer service.
- Position will be responsible for assembling frequently asked questions to determine any recurring problems or issues that could be corrected through policy.

#### 5. Scorecard Project Update

Sarah went over the Scorecard Project.

- Project would evaluate agencies based on set criteria.
  - Staffing standards – provide adequate staffing to improve quality of contracts.
  - Set clear expectations - help state agencies with requirements.
    - SCM standards/requirements check off list
      - Helps PAMS review the department's policies and procedures.
      - Tips for Developing a Procurement Manual  
<http://www.documents.dqs.ca.gov/pd/delegations/tipsPage.pdf>
      - PAMS checklist when reviewing a department's manual  
<http://www.documents.dqs.ca.gov/pd/delegations/PPMreview.pdf>
  - Using standards to determine renewals and increases by looking at quality of contracts and come up with criteria
  - How to establish standards – Consider 2002 Task Force and what they recommended, conduct research to tailor to state agencies set standards, solicit data, and receive input.
    - Anyone interested in this focus group can contact Carlos Chavez at [carlos.chavez@dqs.ca.gov](mailto:carlos.chavez@dqs.ca.gov) before January 15.
  - PA Application
    - Reduced to 1 page instead of 9
      - Goal: use a checklist as a tool for agencies.
      - Same expectations and standards
      - Possible effective date of implementation: January 2013
      - Feedback needed from PART members by **January 15, 2013 (Action Item)**

#### 6. Project Workgroups

Roger discussed the RFP template and possible reduction of it making it more business oriented. This project has been put off due to reduced staffing in TAB. The issue of CTA developing their own RFP template was brought up. Roger will contact CTA to ensure there is no duplication in undertaking the same project.

- OSI has started the project, but was told to stop.
- Needs to find out what CTA is doing first

Sheri provided status of the paperwork reduction workgroup

- *At a standstill waiting for Fi\$cal & solution to PIN system.*
- *Issues:*
  - *How to secure docs & electronic signatures, verification/authenticity by going completely paperless and using electronic files only. Working with legal dept. for encryption of electronic signatures.*

*David expressed interest in getting CMAS contracts posted and linked to GSA price sheets*

- *Policy says a hard copy of the CMAS is required. Possibly changing the policy.*
- *Ricardo asked that this CMAS topic be added to the next agenda and invite CMAS representatives to discuss the issue.*

## **7. Meeting adjourned 2:10 p.m.**

### **Action item(s):**

- ***Invite CMAS to attend to answer concerns about CMAS contracts.***
- ***PAA feedback needed by January 15, 2013.***
- ***Links:***
  - *How to develop a procurement manual*
    - <http://www.documents.dgs.ca.gov/pd/delegations/tipsPage.pdf>
  - *PAMS checklist*
    - <http://www.documents.dgs.ca.gov/pd/delegations/PPMreview.pdf>