



Meeting Minutes

Thursday, March 27, 2014
10:00 a.m. – 12:00 p.m.

1. Welcome and Introductions

The meeting was called to order by Ricardo Martinez.

The PART members present were:

- State department representatives:
Michael Banuelos, Deborah Chu, Melissa Eidson, Nathalie Esteron, Vicki Goins, Kim Heartley-Humphrey, Grace Johnson, Terry Larson, Rose Liu, Louise Lozoya, Monte Manson, Tanita Martinez, Raymond Meek, Jacquelyn Ngo, Jim O'Brien, Marlon Paulo, Mari Jo Snider, and Sandra Winters.

DGS/PD:

- Kris Bianchini, Sarah Cering, Bob Door, Ricardo Martinez, Jennifer Nguyen, Amy Rodriguez, William Rodriguez, Brad Shepley, Kristine Van Keuren,

2. Aligning Policy Between the Office of Legal Services and Procurement Division

Amy Rodriguez – PART Members were asked at the last meeting on 1/29/14 to come prepared to discuss ways OLS and PD could align policy. Three suggestions were received via email prior to the meeting. The discussion during the meeting also presented some additional ideas including:

Amendments:

- SCM Volume 1, Chapter 5.81 includes policy that a competitively bid contract can only be amended without NCB approval under the conditions the amendment does one, but not both, of the following, and there is no change in the scope of work: (1) Adds time only to complete performance, not to exceed one year or (2) The amendment adds not more than 30% (not to exceed \$250,000) of the original contract.
- SCM Volume 3 is silent with regard to this type of exemption for IT services.
- Is it possible for IT services and would it be in the best interest of the state?

Use of the STD 215:

- It is a standard document in the "OLS World" but not so much in the "PD World"
- It is used for Non-IT services procured using a leveraged procurement agreement.
- It is used in conjunction with the STD 213 for IT goods and services only.

Reconciliation of the State Administrative Manual (SAM) and State Contracting Manuals (SCM):

- The main question here is do we need the procurement policies in the SAM if they are captured in the SCM?
 - The Policy Unit is already working on reconciling SAM and pointing customers to SCM.

NCB Pre-Review/Pre-Approval:

- PART members expressed their concerns with the NCB approval process and the differences in the process between non-IT services and IT Goods and Services. The consensus is that

NCB's go through a rigorous review and approval at the department level as a legitimate procurement method, that by the time the agency secretary signs off on it and it comes to DGS for review and approval, they should be approved more often than not.

- It's frustrating to invest so much time and staff hours into a procurement to not get it approved.
- What is DGS's role? Who has the decision making role?
- PART would like to get OLS "pre-approval" on their NCBs.

Action Item: Share this information with OLS and partner on a viable solution.

Action Item: Consult with Eric Mandell and the Intake and Analysis Unit

Insurance Requirements & Recommendations:

- The minimum insurance requirements are included in the GSPDs but PART recommends publishing them in SCM Volume 3 as well. OLS has done a good job of publishing the recommended insurance levels and PD would do well to follow suit.

Reporting Requirements:

- STD 16 – Contract Award Reporting – it would be helpful to add language to all three volumes of the SCM clarifying if an agreement was reported to the DFEH, should that agreement be amended, a new STD 16 is required to be submitted.

3. SAM and SCM Reconciliation Efforts

Kristopher Bianchini – The Policy Unit is currently engaged in efforts to reconcile outdated sections of the SAM to be consistent with the SCM. Additionally, the SAM will *point to* the SCM rather than reciting the same information.

4. Postponement of CMAS Increases

Sarah Cering – Sarah shared information as a follow up to Broadcast Bulletin P-04-14 released on March 17, 2014, CMAS increases are not being eliminated, they are being postponed.

There are many factors needing attention before CMAS increases can be a consideration again. DGS/PD/PAU is looking to align and refresh the solicitation documents. It was mentioned that every CMAS increase request received had some type of problem. Refreshing the documents should help customer departments eliminate many of their solicitation issues.

Additionally, PAU is auditing the top 10 CMAS users and will develop a summary of the discoveries and deficiencies along with lessons learned. Expected release will be within the next six months.

5. Prioritizing Goals for the next two years

PAU – Minutes from prior meetings were reviewed to determine what some of the "big ticket" topics were that could be categorized for goals over the next two years.

1. Procurement Improvement Goal

- Revise Templates (Liz Bourrage's work group was already working on this).
 - DGS needs to prioritize which templates to focus on first
 - RFP template changing from nine parts to two has been confusing (CalTech)
- Acquisition Documentation tools (e.g. checklists)
- 19130 "Best Practices"
 - Who verifies the 19130 justification? HR, Procurement, Labor Relations, etc.
- Formal Solicitation Training from CalTech

- Add Maintenance and Operation language to SCM
 - Inquire if agreements between the state and the county, city, federal or joint powers agreements can be Interagency Agreements.
 - Question – Can the 6611 be opened up to less than \$5mil on a test case basis? Will DGS partner with the test departments on this?
2. **Consolidation Efforts**
- SCM Volumes 2 and 3
 - Align procurement *processes* (IT and Non-IT goods and services)
 - SAM and SCM Reconciliation
3. **Go Digital**
- Electronic procurement files
 - Electronic review/approval process
 - Eliminate the need for wet signatures
 - Central repository for CMAS contracts
 - Department billing out of SCPRS
4. **Education Efforts**
- Streamline CalPCA courses
 - CalPCA is currently in the process of deconstructing the current curriculum. The focus needs to be “right time, right audience, right content.”
 - Looking toward a “Lego” model
 - Intent is to have core/staple classes as well as a refresher class at the end of the year to review anything that has changed during that year.
 - Develop a class that walks buyers through an *actual* buy (hands on is key)
 - Develop a separate CMAS class
 - Currently being developed in partnership with CalPCA (Bob Door) and CMAS (Rhonda Smith).
 - RFP – beginning to end
5. **Staffing Standards Workgroup**
- This was already in the works but needs to be finalized because procurement shops can’t take anymore staffing hits.
 - DGS needs to publish “recommended” staffing levels for procurement shops.