![DGS General Services logo]

Department of General Services
Procurement Division
707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: February 12, 2016   **Bulletin #: F-04-16**

TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)

RE: SCPRS Transition from BidSync to FI$Cal (Additional Information)

Due to the upcoming conversion of the State of California's Statewide Procurement and Contracting Registration System (SCPRS) data from BidSync to FI$Cal, effective on February 19, 2016, there is a permanent moratorium (stop) on entering or amending entries in BidSync SCPRS.

For the period of three weeks, BidSync SCPRS data will be converted to FI$Cal SCPRS and all departments' data from July 1, 2015 to January 4, 2016 will be available after March 14, 2016.

Note: When the conversion from BidSync SCPRS to FI$Cal SCPRS is completed on March 14, 2016, departments are advised that all converted data from BidSync SCPRS including any amended SCPRS orders will be treated as new entries in FI$Cal SCPRS.

IMPORTANT FI$Cal SCPRS INFORMATION:

Departments are advised to follow the directions outlined below when entering data into FI$Cal SCPRS.

Departments can only enter:

- New SCPRS entries that were not already entered into BidSync SCPRS.
- Amendments to any new SCPRS entries that have been entered into FI$Cal SCPRS.
- After SCPRS conversion is completed on March 14, 2016, users can amend entries that were converted from BidSync SCPRS to FI$Cal SCPRS.

    Note: For amendments to SCPRS entries with purchase order dates prior to July 1, 2015: these amendments will be treated as new entries in FI$Cal SCPRS since there will be no prior history in FI$Cal.

Departments cannot enter:

- Amendments to old SCPRS entries going back to July 1, 2015 (old SCPRS entries will not be in the system to amend until the conversion is complete).

Training: For buyer <u>direct entry</u> into the FI$Cal SCPRS system, please select the training link and step by step job aids below:

- FI$Cal SCPRS direct entry [online training.](#)
- ["Creating a SCPRS entry"](#) step by step job aid.
- ["Amending a SCPRS entry"](#) step by step job aid.

Training: For buyers using the <u>upload feature</u> in FI$Cal SCPRS please select the training link and step by step job aids below:

- FI$Cal SCPRS upload feature [online training.](#)
- ["Uploading a SCPRS entry"](#) step by step job aid.
- Note: Only departments who have engaged in the testing cycle prior to go live, should be utilizing the upload feature.

For FI$Cal system credentials or access, you should contact your department liaison who can assist with the role mapping process. A department liaison list is available on the FI$Cal Resources page at:

- http://www.fiscal.ca.gov/resources/.

Questions related to the FI$Cal system and its implementation should be addressed to:

FI$Cal Service Center
(855) 347-2250
fiscalservicecenter@fiscal.ca.gov

Questions related to procurement policies should be addressed to:

DGS/PD
Purchasing Authority Unit
PAMS@dgs.ca.gov.