



**Department of General Services
Procurement Division**

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

RE: Modification to DGS Purchasing Standards Entry in FI\$Cal



The Department of General Services, Procurement Division (DGS/PD) is informing state agencies of changes to the “DGS Purchasing Standard” dropdown list, within the “EPP/SABRC” reporting window, in the Financial Information System for California (FI\$Cal).

Why is this information important?

Policy contained in the State Contracting Manual Volume FI\$Cal (SCM-F) requires state agencies transacting in FI\$Cal to record all Environmentally Preferable Purchasing (EPP) purchases within FI\$Cal. This broadcast bulletin informs state agencies of improvements made in the system to help state agencies meet this requirement. See SCM-F section 3.B2.4 EPP Documentation and 3.B3.5 EPP Reporting.

DGS Purchasing Standards provide the minimum criteria for an EPP purchase, aka “green”, by the state of California. These standards help state agencies achieve energy and greenhouse gas savings, reduce waste and toxins, and measure EPP and State Agency Buy Recycle Campaign (SABRC) program performance.

What is the change?

Previously, the “DGS Purchasing Standard” dropdown list contained DGS purchasing standard and bid specification numbers. DGS/PD removed all bid specification numbers from the dropdown list to streamline and improve data quality.

How does this change impact a previously approved transaction?

FI\$Cal users will NOT be able to save changes to transactions where a number value previously selected is no longer valid. Users will have to delete the invalid entry and update with a current number value in order to save the transaction. To explain, if a number value on an approved transaction gets changed as a result of the updated dropdown list, users don't have to update that transaction, that is until it is subsequently opened and saved. Users should check the EPP/SABRC field when attempting to save a transaction that was previously approved and where a number value was selected that is

no longer valid.

Where can I get more information?

- [Access all available DGS Purchasing Standards and EPP FI\\$Cal Job Aids from the Buying Green Guide here](#)
- <https://www.dgs.ca.gov/PD/Resources/Find-EPP-Goods-and-Services>

For questions regarding this notification, please contact:

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