



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: July 15, 2020

Bulletin No. F-04-20

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

RE: CALPIA Online Store Catalog Procurement Functionality - *NEW*

This bulletin announces the implementation of new required procurement functionality when purchasing standard goods (aka “products”) from CALPIA in the FI\$Cal system effective September 15, 2020. The current and new functionality are both available now. The current functionality will remain available until September 15, 2020; afterwards, state departments must only use the new functionality. The September 15, 2020 effective date provides state departments with 60 days for implementation and internal training. The following FI\$Cal job aid is available on FI\$Cal’s web page and is being provided in advance to support successful implementation and internal training:

[FI\\$Cal Job Aid: FI\\$Cal.449.](#)

Purchasing Standard Goods (aka “Products”):

Effective September 15, 2020, state departments transacting in the FI\$Cal system must:

1. Purchase standard goods from the CALPIA using the FI\$Cal requisition process with the CALPIA online store catalog.
2. Purchase standard goods from CALPIA using CAL-Card as the payment mechanism through the new process; phone orders with CAL-Card as the payment mechanism are prohibited.
3. Update internal procurement policy and procedures to include this new requirement and related process.

Purchasing Services and Non-Standard Goods (aka “Products”):

Continue to contact CALPIA for quotes and create Purchase Orders (PO) in the FI\$Cal system by direct entry. Once the PO is dispatched it will be automatically emailed to CALPIA.

State Contracting Manual (SCM) Volume F Update Summary:

SCM F has been updated to implement the requirements related to this new functionality.

Chapter 2 – Procurement Planning



2.D2.0 Requirement and Process to Purchase from the California Prison Industry Authority (CALPIA)

- *New requirement added - State departments transacting in the FI\$Cal system are required to purchase standard CALPIA goods using the FI\$Cal requisition process and the CALPIA online store catalog.*
- *Update to CALPIA's product listing to better match the online store catalog.*
- *Clarified that CALPIA will honor pricing for 90 days from the initial quote or requisition date.*
- *New functionality – automatic email sent to CALPIA once PO is dispatched.*

2.D2.3 CALPIA Price Lists

- *This section was outdated and subsequently deleted.*

2.D2.4 Ordering Procedure

- *Content updated and incorporated into 2.D2.0.*

Chapter 8 - Disbursements, Financing, and Payment Programs

8.B2.7 Limitations

- *All purchases from CALPIA using CAL-Card as the payment mechanism require a FI\$Cal PO; phone orders with CAL-Card as the payment mechanism are prohibited.*

For questions or technical difficulties about making these purchases in the FI\$Cal system please contact the FI\$Cal Service Center at the number/email below. State departments are prohibited from making purchases with private sector suppliers for items provided by CALPIA.

FI\$Cal Service Center

(855) 347-2250

fiscalservicecenter@fiscal.ca.gov

For questions related to the State Contracting Manual Volume F please contact:

DGS – Procurement Division's Office of Policy, Procedures, and Legislation

ppo@dgs.ca.gov