



Meeting Recap

Tuesday, January 14, 2020
1:30 p.m. to 3:30 p.m.

1. Welcome and Introductions

Ricardo Martinez, Branch Chief, Policy, Training & Customer Services Branch, PD, DGS

Ricardo Martinez opened the meeting to welcome all attendees and introduce DGS, PART presenters and DGS, Purchasing Authority Unit staff.

2. Pending Release of the Custom Shortened UNSPSC in FI\$Cal

Renée Alexander, Manager, E-Procurement Business Intelligence Strategies Section (EBISS), PD, DGS

Project Background

- Currently the UNSPSC list consists of over 55,000 codes
- The State only uses approximately 6,000 codes and most have been used incorrectly
- Purpose is to create a smaller custom list that is accessible, provides easier search criteria and increase correct choices

UNSPSC Updated to Hierarchical Code Sets

- Commodity codes are now at a business level
- Established family categories i.e. live animals will be grouped as a family
- Only contains items that are relevant to the state
- Reduced to six to eight digits

UNSPSC Hierarchy Code Set Basics

- Segment – The logical aggregation of families for analytical purposes; first two digits of the code
- Family – A commonly recognized group of inter-related commodity categories; third and fourth digits of the code
- Class – A group of commodities sharing common characteristics; fifth and sixth digits of the code
- Commodity – A group of substitutable products or services; seventh and eighth digits of the code
- Example: UNSPSC code 42201501
 - Segment – 42000000 Information Technology Broadcasting and Telecommunications Communications Devices and Accessories

- Family – 42200000 Components for information technology or broadcasting or telecommunications Computer Equipment and Accessories
- Class – 42201500 Computers, Computer accessories
- Commodity – 42201501 Computer switch boxes, Docking stations

Improved features

- Vendors are selected at the top of the menu
- Updated UNSPSC list to include more descriptive information
 - Easier “Key Word” searches
 - Provides easier matches to potential suppliers
- Includes context for the Hierarchy code sets

Release Timeline

- Available in approximately four to six weeks, new codes will be submitted to the DGS, Enterprise Technology Services (ETS) to upload updates into FI\$Cal
 - Old codes will still remain active until new codes are released

For more information, contact Renee Alexander via email:

Renee.Alexander@dgs.ca.gov or phone: (916) 375-4457.

3. EO-N-19-19 – Sustainable Purchasing

Charleen Fain-Keslar, Branch Chief, Engineering Branch, PD, DGS

Governor Newsome’s Executive Order N-19-19 directs DGS to “develop and implement sustainable purchasing policies across state agencies that prioritize the purchase of environmentally preferable goods such as more sustainable food and recycled materials, consistent with state climate policies”.

Sustainable Purchasing

- Environmentally Preferable Purchases (EPP), “buying green”, includes zero emissions vehicles, IT goods, carpets, paper products, modular furniture, construction materials and food
- EPP purchases to be captured in FI\$Cal SCPRS
- EPP Training will be released in February 2020
 - CalPCA to assist in the development of course curriculum
 - Courses train buyers on how to identify EPP commodities
 - Aim to incorporate EPP training into Purchasing Authority Accreditation requirements
- Buying Green Guide
 - Developed in response to Public Contract Code §12400-12404 which created the DGS EPP program and directs the Department of General Services (DGS) to provide state agencies with information and assistance regarding EPP

- Provides EPP information, tools, and tips for buyers and provides insight to suppliers on how the state views green products and businesses
- For more information on the EPP best practices buying guide visit the [Buying Green Guide website](#)
- Third-Party Environmental Certification Matrix
 - Lists commodities state agencies purchase and available third-party environmental certifications, including but not limited to office equipment, paper products, and furniture
- EPP FI\$Cal Job Aids
 - Provides basic information on how to buy, record and report EPP in FI\$Cal
 - Available on the [Buying Green Guide website](#)
 - SCM consolidation project to include FI\$Cal mandated EPP reporting
- DGS Purchasing Standards
 - Identifies EPP criteria for common commodities state agencies purchase such as lamps, janitorial cleaners, and office paper
 - Common commodities state agencies purchase are listed by the UNSPSC and lists third-party environmental certifications and/or the minimum post-consumer recycled content requirements
- LPAs and Green LPAs
 - Some leveraged procurement agreements (LPAs) include verified EPP commodity criteria
 - Future LPAs to include EPP commodity criteria
- [Green Buyer website](#)
 - Provides state agency's EPP progress metrics and highlights EPP environmental benefits metrics

Buy Clean California Act (aka AB 262)

- Mitigate climate change by targeting embedded carbon in building construction materials
- Established Seven Global Warming Potential (GWP) limits and will be published by January 1, 2021. These limits are:
 - Hot rolled: Wide flange beams (W-shape), Standard beams (S-shape), Misc. Beams (M-shape), Channels, Angles, Tees, Bearing piles, (HP shape).
 - Steel Plate
 - Hollow structural sections: Square, Rectangular, Round
 - Concrete reinforcing steel bar or rebar (carbon steel/low alloy steel)
 - Flat Glass
 - Mineral Wool Board insulation - Low Density
 - Mineral Wool Board insulation - High Density
- Materials that do not meet GWP limits cannot be used for public works contracts entered after July 1, 2021

- The DGS AB 262 implementation team is working with internal and external stakeholders to help facilitate the development and implementation of this innovative program
- For more information visit the [Buy Clean California Act website](#)

Sustainable Food Acquisition

- Analysis of current contracts and assessment of environmental impact in order to implement sustainable policies
- Prioritize reduction in products with high GHG footprint
- DGS will collaborate with CDCR and CDPH in development of menus using non-beef alternate products to reduce state beef purchase
- Contracts to mandate a reduction in food packaging without compromising food safety and hygiene

Procurement Engineering Services

- State agencies can request Procurement Engineering consultation on technical solicitation development
- Request services online at [Request Procurement Engineering Services website](#)

4. CalPCA Training Update

Brent Seavers, Acting Section Manager, CalPCA and eLearning, PD, DGS

The Basic Acquisition Certificate Learning Path was launched on December 20, 2019

- Available online, on-demand and is self-paced
- Replaces the 5-day in-person class
- 248 learners have completed BAC (as of 1/7/2020)
- CalPCA training certificates do not expire
 - CalPCA recommends a refresher course every few years
 - State agency's discretion on BAC refresher frequency

Advanced Certificates –Labs & Courses in complex & formal acquisitions (coming soon)

- Courses (under development): IT Goods, IT services, Non-IT Goods and Non-IT Services
- Prerequisites: Basic and Intermediate Certificates

Basic Certificate – Self-paced overview of informal policy, process & tools

- Courses: BAC 1 – Foundations, BAC 2 – Acquisition Planning, BAC 3 – Approaches & Methods, BAC 4 – Solicitations Processes, and BAC 5 – The Agreement

Intermediate Certificate – Self-paced courses, Webinars & face-to-face Labs about informal buys

- Courses: Acquisitions Under \$10,000, CA Multiple Award Schedules, Commercially Useful Function, Contract Management, Evaluation & Award,

Leveraged procurement Agreements, Non-Competitively Bid, Reasonable Accommodations Acquisitions, Services Contracting, Small Business/DVBE, Statement of Work

Executive Certificate – Self-paced courses on oversight & approval for all acquisitions

- Courses: EC 1 – How the State Buys, EC2 – Small Business/DVBE, EC 3 – Statement of Work, EC 4 – Leveraged Procurement Agreements, EC 5 – Non-Competitively Bid Acquisitions, EC 6 – Reasonable Accommodation Acquisitions

Environmentally Preferable Purchasing – Self-paced on-demand courses on how to “buy green”

- Courses: EPP 1 Basic
- Coming Soon: EPP 2 Intermediate, EPP 3: Executive

Learning Management System (LMS)

- Learning paths: Basic, Intermediate, Advanced, Executive and Environmentally Preferable Purchasing
 - Color code each course viewed on LMS webpage according to the associated learning path
 - Basic – Blue; Intermediate – red; Advanced – yellow; Executive – purple; Environmentally Preferable Purchasing – green

CalPCA Contact information:

CalPCAOnline@dgs.ca.gov
(916) 375-4628

5. Updates to SIMM 71A, 71B and 22B

Tiffany Angulo, Manager, Statewide Technology Procurement Division, Department of Technology

CDT SIMM forms/policy timeline creation

- 71A, 71B - IT Compliance Certification – September 2018
- 22B - COTS SaaS – February 2015
- 18B - Cloud Computing Exempt by Policy – July 2018

CDT internal meeting - ongoing

- Goal is to consolidate 71A, 71B and 18B forms into one streamlined form
- Analyze how each form is utilized

6. AB 971 – Post Evaluations for IT Service Contracts

Sarah Cering, Manager, Purchasing Authority Management Section, PD, DGS

Broadcast Bulletin #P-15-19 New Post Evaluation Form for IT Services Contracts was released on January 1, 2020.

- Communicates new procurement policy and procedures that implement statutory changes set forth in AB 971, which added section 12102.3 to the Public Contract Code (PCC)
- Effective date: January 1, 2020.
- This new requirement applies to IT services contracts totaling \$500,000 or more and related to an IT project (both delegated and non-delegated IT projects as defined in the State Administrative Manual) that are completed after January 1, 2020. The completion date is the contract term end date including all amendments.

New IT Services Contracts Post Evaluation Requirements

- Complete a post evaluation of each completed IT services contract totaling \$500,000 or more and related to an IT project (both delegated and non-delegated IT projects as defined in the State Administrative Manual)
- Use the standard form STD 971 - Post Evaluation for IT Services Contracts. This new standard form was jointly developed by DGS and CDT with feedback from the IT industry
- Adhere to and implement the new procurement policy and procedures as specified in the new State Contracting Manual (SCM) and State Administrative Manual (SAM).
- The new law requires certain actions within specified time periods; this detail is found in the new SCM section
- Create internal procedures unique to your department that implement the new SCM sections
- The new STD 971 is available here [Statewide Forms Directory](#)

Optional STD 971 Use for Other IT Services Contracts

- State agencies are encouraged to use the STD 971 for all other IT services contracts (i.e. below \$500,000 and not related to an IT project)
- State agencies may implement internal procedures for the use of the STD 971 form for IT services contracts below \$500,000 or IT services contract above \$500,000 that are not related to an IT project. This information is included in the new SCM section

STD 4 – Contract/Contractor Evaluation Form

- State departments are not required to complete a STD 4 – Contract/Contractor Evaluation, for IT consulting services contracts
- The applicable SCM sections have been updated to reflect this change
- The STD 4 remains a requirement for non-IT consulting services contracts

CDT is the State’s Central Depository for STD 971

- The new law requires CDT to be the state’s central depository for copies of the STD 971
- The new SCM sections contain detailed procedures on when, how, and where to submit the STD 971 to CDT

Development of STD 971 through DGS and CDT workgroups

- Received feedback from five state agencies, IT CIOs, and IT industry
- Comment log created to capture development of final form
- Produced significant changes
 - Require post evaluation to be shared with IT consulting services and IT project related contractors
 - Define evaluator roles i.e. internal department's lead evaluator roles, policies and procedures
 - Clearly state specific action dates as required by law

Next Steps - Broadcast Bulletin

- CDT and DGS will collaboratively develop guidance on how state departments can obtain and use the STD 971 data available in CDT's statewide central depository

Send STD 971 forms to CDT email address available on CDT website

- To this date, CDT received one STD 971

Please direct questions as follows:

- For IT services acquisitions conducted under DGS' procurement authority: Purchasing Authority Unit, PAMS@dgs.ca.gov
- For IT services acquisitions conducted by the CDT on behalf of state departments pursuant to CDT's IT project authority: Statewide Technology Procurement, Form971@state.ca.gov

7. Upcoming and Existing LPAs

Rhonda Smith, Branch Chief, Acquisitions Branch, PD, DGS

[State Contracting Index Listing](#)

- Lists current Leveraged Procurement Agreements (LPA)
- Available on the DGS [Procurement Division home page](#) under the subheading Featured Links
- Added Feature
 - Rebid Information column provides bidding opportunities and a link to access solicitations
- Upcoming IT consulting Masters Agreement is now open to new suppliers
 - Encourage feedback from subject matter experts for solicitation development
- Mandatory Statewide Contract (SC) Updates
 - Frozen Fish SC was released September 15, 2019 and is the latest addition to the new food SCs
 - Paper Bags, IT Hardware/PC Goods/Desktops, and Food SCs expire June 30, 2020. Upcoming new contracts for these contracts are currently under development

- Roadway Signs new contract under development
- Non Mandatory LPA Updates
 - New Vehicles, Zero Emission Transit Buses SC is now available
 - Cooperative Agreement (COOP)
 - Cloud Solutions: Extended to September 15, 2026
 - Copiers and Managed Print Services: Extended to December 31, 2021
 - Professional Grade Tools and Diagnostic Equipment: Extended to June 30, 2020
 - License Readers California Multiple Agreement Schedules (CMAS) under development

8. SCM Consolidation

Sarah Cering, Manager, Purchasing Authority Management Section, PD, DGS

DGS Strategic Goal: SCM consolidation

- Completion by end of 2020

SCM web-based technology access proposed

- Attained feedback from IT subject matter experts
- DGS will reach out to Purchasing Authority Round Table Members for feedback on this endeavor

Created job positions

- Two limited term Associate Governmental Program Analysts and a Staff Services Manager I
- Pending one IT Specialist position

IT Policies and Training

- Currently working on missing IT policies and/or IT policy updates
- Includes IT training
- There are 30 pending IT policy updates
- ADA changes

Pending Broadcast Bulletins

- Updates to Standard Forms (STD) numbering changes
- Previously proposed FI\$Cal functionalities that were planned to be implemented will no longer be considered for implementation
- Food acquisition Policy Change Requests (PCR) updates
- PIA catalog to be an automated FI\$Cal process, estimated completion by March 2020
- New Preference Program under development