



Meeting Recap

Tuesday, October 13, 2020
1:30 p.m. to 3:30 p.m.

1. Welcome

Cheryl Angeles, Supervisor, Purchasing Authority Unit, PD, DGS

Cheryl Angeles opened the meeting to welcome all participants and provided instructions on participating in the PART Microsoft Teams meeting.

2. Procurement Division (PD) Update

Angela Shell, Deputy Director, PD, DGS

- PD staff are diligently working on COVID and wildfire responses to develop emergency contracts and special contracts for labs, transportation, and specimen collection. PD staff switched gears and took on various roles which has been challenging and tasking during the COVID pandemic and wildfire state of emergency crisis. These roles include purchasing, receiving, payment and contract reporting responsibilities.
- Purchased a significant number of PPE on behalf of state agencies
 - PPE items: masks, gloves (difficult to acquire), hand sanitizers, and gowns.
 - Submit PPE requests to State Operations Center, Logistic and Commodities Task Force. PPE Form link: <https://state-of-california-agency.forms.fm/PPerequest/forms/7935/responses/new>
- Extended LPAs due to resource constraints. Re-bids may be necessary.
- CalPCA classes are available and offered online. Now is the time to train your buyers!
- Policy procurement development:
 - Broadcast Bulletin on recent procurement policy updates
 - OSP large printing equipment approval policy, [BB No. P-05-20](#)
 - CalPIA catalogue functionality in FI\$Cal
 - MM E-Signature policy – state agencies to move to E-Signature platform
 - AB23 legislation passed regarding new reporting requirements on marketing and outreach contracts. State agencies will be required to provide a report on contracts awarded to targeted minority groups. DGS to develop specific reporting requirements according to the new legislation.
 - Recycling CalPIA modular systems furniture – policy is outdated, and policy is to be updated in SAM and SCM.
- Back-fill announcement – Anda Draghici is the new OSDS Chief. She has 20 years experience in state service. Anda started in 2001 in the Small Business

Development Program for the Trade and Commerce Agency and worked in the SBE program for CalTrans until 2015 when she came to DGS. She has been working in various positions in housing and development as well as community development block grant programs.

3. CAR Report FY 2018-19 Highlights

Anda Draghici, Branch Chief, Office of SB and DVBE Services, PD, DGS

- State awarded \$10.53 billion - Highest award amount in the past 5 years
- Emergency procurements - biggest driver in state spend, unprecedented
- 3.23% DVBE participation - goal met 11th year in a row!
- 20.54% SB participation - did not meet goal, 1st time in 6 years
- DVBE dollars - \$340 million
- SB/MB dollars - \$2.17 billion, of which:
 - \$946 million (or 44%) to Micro
 - \$1.2 billion to SB

Available at: <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/File-a-Consolidated-Annual-Report>

CAR Automation = Consistency, Accuracy, Transparency

- Report rules applied consistently (i.e. all awards, multi-year, certifications status at award time)
- Allows for capturing state funds only; separates SB Option from DVBE Option
- Facilitates all transactions review using the Data Validation Query (DVQ) tool built by OSDS
- Easy to identify system CAR defect vs. user/procurement error, before reporting to FI\$Cal/OSDS

Lessons learned/OSDS recommends:

- Monthly DVQ review to ensure accuracy, identify any defects, see progress in meeting goals
- CAR Training between February – May, final FAQ in July, ensure staff attends
- Report system defects to FI\$Cal / OSDS immediately
- Double check transactions before approval, correct before transactions are closed
- Develop/strengthen CAR secondary review process per:
 - [BB. No. P-13-19](#) - SUBJECT: Consolidated Annual Report (CAR) Process - New Requirements
- Improvement Plans when not meeting SB/DVBE participation goal(s) required!

4. SB 588

Anda Draghici, Branch Chief, Office of SB and DVBE Services, PD, DGS

Military and Veterans Code Section 999.7 Added

- On contracts entered into on or after January 1, 2021

- Awarding departments shall withhold \$10,000 from the final payment, or the full final payment if less than \$10,000
- Until the prime contractor complies with the certification requirements of section 999.5 of the Military and Veterans Code

If the prime contractor fails to comply with the certification requirements:

- The awarding department shall give notice to the prime contractor of the requirement
- The prime will be allowed to cure the defect
- However, after at least 15 calendar days but no more than 30 calendar days from the notice, if the prime contractor fails to provide certification, the awarding department shall permanently deduct \$10,000 from the final payment.
- On or before January 1, 2024, the Legislative Analyst's Office shall complete a comprehensive assessment of the DVBE program and submit a report to the Legislature.
- All State entities shall assist the Legislative Analyst's Office.

Report Elements:

- Reports of noncompliance with the DVBE program
- Preventative measures taken by awarding departments
- Awarding department notifications to DVBE subcontractors
- Whether awarding departments are following the DVBE substitution procedures
- Whether withholding payments have deterred prime contractors from failing to provide accurate certifications

Broadcast Bulletin on SB 588 is planned to be posted.

5. DGS Purchasing Standards

Mark Wriston, Senior Procurement Engineer, Engineering Branch, PD, DGS

The Environmentally Preferable Purchasing Unit of the Engineering Unit is working on updating the current format of the purchasing standards and would like to solicit input from agencies on the new format.

Resources available on the Engineering website include: Buy Clean California Act, The Buying Green Guide and the Performance and Environmental Standards (PES) work group. To access these sites click here: <https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Engineering/Standards-and-Quality-Control-Program>

If PART members would like to be included in this team, please contact the Performance and Environmental Standards work group.

6. Performance and Environmental Standards (PES) Work Group

Daniel Garza, Senior Procurement Engineer, Engineering Branch, PD, DGS

- Re-launch – PES was originally a subgroup of PART

- Review and Prioritize Purchasing Standards Development
- Provide updates to purchasing initiatives such as Buy Clean California Act and Executive Orders, i.e. N-19-19
- Assist in setting benchmarking criteria
- First meeting is on November 5, from 1:30-2:30 pm.
- Departments can review their buying green progress at the Green Buyer website: <https://green.ca.gov/Buyer>

7. Agency Recognition

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

Initiating a Recognition Award Program to provide an award to a state agency who has successfully improved spend on EPP goods, improved on the number of EPP trained staff, developed sustainable road maps, developed policy beyond the state level, has leadership in EPP improvements and improved the number of contracts green. This award is given during the SARA Awards event.

Agencies interested in helping to develop criteria for a Recognition Award and/or Standards Development are to email the name of the person and their contact information by October 19th to:

dgspengineeringstandardsunit@dgs.ca.gov

Time commitment: one to two, one-hour meetings per month.

8. Upcoming LPAS

Carol Bangs, Branch Chief, Acquisitions Branch, PD, DGS

- Tablets - currently under development
- IT Consultant MSA – Awarded as of October 1, 2020
- Surgical masks and equipment- under evaluation
- Gases, Medical, Industrial & Specialty Statewide Contracts– extended for one additional month. If contract expires and no contract is in place yet, state agencies can still purchase, however, price rates will not be guaranteed the same previous LPA price rates. [BB No. K-17-20](#)
- Temporary Health Care Staffing (on hold due to resource constraints)

9. SCM Consolidation

Kim Augustin, Research Program Specialist I, Policy, Training and Customer Service Branch, PD, DGS

- PowerPoint presentation given on SCM Consolidation
- SCM F, 2, 3 consolidated into one SCM
- Chapters - provide information in parts

- Topics and titles - policy and procedures are separated and provides more detailed information
- Consolidated SCM and a print button will be accessible on PD website
- Projected date of completion - June 2021

10. CalPIA Punch Out Functionality Reminder

**Renée Alexander, E-Procurement Business Intelligence Strategies Section (EBISS)
Manager, Policy, Training & Customer Services Branch, PD, DGS**

Reminder to state agencies to utilize the mandated FI\$Cal CalPIA Punch Out Functionality. The acquisition method for CalPIA orders must be entered correctly in FI\$Cal. State agencies are to select Exempt by Law Interagency Agreement – Prison Industry Authority (PIA) – Non-Competitive Bid when creating CalPIA purchase orders in FI\$Cal.