FI$Cal Forum

March 4, 2015
Agenda

- Project Timeline
- Wave 2 Road to Go Live
- Department of Finance – Wave 1
- Requisition to Check Functionality
- Statewide Procurement Functionality
- California State Library – Wave 2 Experience
- Department of General Service – Statewide Procurement
- Next Steps
- Questions
### FI$Cal Wave Timeline

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- **Pre-Wave** ~12 Months
- **Wave 1** 20 Months
- **Wave 2** 15 Months
- **Wave 3** 24 Months
- **Wave 4** 24 Months

*O&M*
Wave 2 Project Timeline

- **ANALYZE**
  - Apr-May 2014

- **DESIGN**
  - Jun-Aug 2014

- **BUILD**
  - Sept-Nov 2014

- **TEST**
  - Dec 2014 – May 2015

- **DEPLOY**
  - June 2015

- **SUPPORT**
  - July-Sept 2015
Department of Finance
Wave 1 Accomplishments

- Accounting
  - Transacting in FI$Cal
  - Month end close activities complete through January 2015
Department of Finance Look Ahead

- **Budgets**
  - Wave 1 Spring process in FI$Cal
  - Wave 2 additional functionality – Capital Outlay
  - Wave 1 and Wave 2 departments will develop 2016-17 Budget in FI$Cal
  - Wave 3, 4, and Deferred/Exempt will use spreadsheet uploads for 2016-17 Budget
  - Wave 3 additional functionality
    - Departments – Position Budgets, and Operating Budgets
    - Control – Governor’s Budget Publication Systems and Cash Flow Forecasting

- **Accounting**
  - Annual Financial Statements
STATE CONTROLLER’S OFFICE

Eleanor Alvarez, FI$Cal
Accounting Subject Matter Expert
Vendor Management File Overview

- The vendor management file is a single statewide Vendor Management File (VMF) shared by all FI$Cal departments.
- The statewide VMF will be maintained centrally by the FI$Cal Vendor Management Group (VMG) within the FI$Cal Service Center (FSC)
- A Vendor’s Small Business and/or Disabled Veteran Business Enterprise (SB/DVBE) certification status will be associated with their vendor record
- The Vendor File contains both Vendor and Employee records
Create Vendor

- Search for vendor in FI$Cal
- If vendor exists, proceed to enter and process voucher or manage PO
- Add a new vendor and attach documentation (such as an STD 204)
- If Withholding Vendor, input withholding information
- FI$Cal will identify potential duplicates
- DVP will resolve issues as needed
- The new vendor record is saved in an unapproved status

Key Impacts
- FI$Cal flags duplicate vendors, assigns a unique vendor ID, and accommodates multiple vendor addresses and contacts
- Statewide tracking of purchasing by vendor
- Duplicate entry of vendors across departments is reduced
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Create and Approve Requisition

Dept. Req. Processor/Requester

- Create/Populate Requisition
  - Identify need to procure goods and/or services

Dept. Req. Approver

- Approve Requisition
  - Route for Approval
  - 2-step approval plus ad hoc steps

Dept. Buyer/PO Processor

- Process Requisition
  - Either use department’s purchasing authority or forward to DGS for processing

Key Impacts

- Acquisition type and reporting structure will be used to determine workflow routing
- Requisitions may include ad hoc departmental approvers as well as external (DGS) approvers
Manage Purchase Order

- Add Line, Shipping, and Funding Information
- Add comments
- Source PO from requisition
- Create new PO without requisition
- Workflow approval per department rules
- Review ChartFields
- Create encumbrance for PO
- Pass budget check or route to Budget Officer for resolution
- Print and manually mail/fax or automatically email to vendor

Key Impacts
- Only users with the role of Department Buyer or Department PO Processor are allowed to create POs
- Electronic routing and approvals for POs
- Automated budget check/encumbrance
### Receipt Details

**PO Date:** 03/02/2015

**Vendor:** OFFICEDEPO-001

**Vendor ID:** 000006405

**Buyer:** 100000869

**PO Reference:**
- Leased: 0
- Financed: 0

**PAA Number:** PA0101001

**Doc To I Status:** Valid

**Acquisition Type:** NON-IT Goods

**Acquisition Method:** Fair and Reasonable

**DGS Billing Code:** 000000001

**Receipt Status:** Not Recovered

**Dispatch Method:** Print

### Amount Summary

- **Merchandise:** 1,672.38 USD
- **Freight/Tax/Misc.:** 142.15 USD
- **Encumbrance Balance:**

### Line Details

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<td>49.9900</td>
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Accounts Payable – Wave 1

- Departments will use FI$Cal to:
  - Create and approve vouchers
  - Attach invoices to vouchers
  - Run budget check
  - Run matching process to compare vouchers to POs, receipts, and/or inspection of goods or services received
  - Create payments

- POs are integrated with voucher functionality
What is Matching?

- The Matching process compares a voucher with the purchase orders and/or receiving documents and inspection confirming that payments are only made for goods and services that have been ordered, received and inspected.

- Matching functionality is not utilized for non-PO invoices.

- FI$Cal requires purchase orders for goods and services provided.

- The system will automatically perform matching based on the purchase order.

- Match Exceptions can be overridden with proper authorization, when applicable.

**Two Way Matching**
- Purchase Order
- Vouchers

**Three Way Matching**
- Purchase Order
- Receipts
- Vouchers

**Four Way Matching**
- Purchase Order
- Receipts
- Inspections
- Vouchers
Create Voucher

**Department AP Processor**

1. **Receive Invoice**
   - Agency receives invoice from vendor

2. **Enter Voucher**
   - Key invoice information into FI$Cal to create voucher
   - Search for PO and/or receipt, if required
   - If PO and/or receipt are available, copy lines into voucher

3. **Attach Invoice**
   - Attach supporting documentation (for example, a scanned invoice)

4. **Save Voucher**
   - FI$Cal checks for duplicates, confirms that the gross amount and the invoice lines are the same
   - Voucher is assigned a unique voucher ID

5. **Run Budget Checking & Matching**
   - Run Budget Checking
   - Run the matching process, if necessary

**Key Impacts**

- FI$Cal replaces paper claims
- Electronic approvals replace wet signatures on the claim schedule
- Multiple funds/appropriations can be associated with one voucher and multiple distribution lines
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Voucher Approval Hierarchy

**Departmental Approver Level 1**
- Review and approve within agency
- Typically a supervisor or manager

**Departmental Approver Level 2**
- 2\textsuperscript{nd} Level department approver
- Accounting Officer/Director

**SCO AP Approvers**
- Final Approval
BidSync to FI$Cal – Business Process Updates

- Wave 2 Go Live July 2015
- BidSync Retiring – functionality replaced by FI$Cal
- DGS Procurement Policies, Statutes and Regulations still apply
- Vendors and Bidder will access FI$Cal via the Procurement Portal
What You Need to Know – CSCR

- With FI$Cal Wave 2, the California State Contracts Register (CSCR) will be hosted under FI$Cal for advertising State solicitation to maximize competition through advertising State purchasing and contracting opportunities.
- In FI$Cal, a solicitation is called an “Event”
- All departments will use the FI$Cal CSCR application to post a Event advertisement
  - Wave 2 departments will create solicitations in FI$Cal
  - Wave 4, Deferred, and Exempt departments will create solicitations outside of FI$Cal.
- Advertisement of event will go through a one-step approval process.
Create an Event

Event Summary


Event Type: RFx  Change to Auction
Event Status: Open

*Event Name:
Description:

Time Zone: PDT
Preview Date: 05/20/2014  Time: 11:25AM
Start Date: 05/20/2014  Time: 11:25AM
End Date: 05/20/2014  Time: 11:25AM
Copy From:

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

* Event Settings and Options
Event Comments and Attachments
Event Header Bid Factors

Payment Terms and Contact Info
Event Constraints

Step 2: Configure Line Items
Create line listings for this event.

* Line Items
Item Line Defaults
CSCR – Vendor Functions

Vendor can:

- Search for events that have been advertised
- View and download details of the advertised event
- Create/post a vendor ad
  - This process includes ads for “Prime Seeking Sub” and “Sub Seeking Prime”
- View vendor ads posted by other Vendors
View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

**Search Criteria**

- **Use Saved Search:**
- **Event ID:**
- **Event Name:**
- **Event Type:**
- **Event Status:**

**Results Should Include:**
- Sell Event
- Purchase Event
- Request For Information

**Include Declined Invitations?**

**Start Date:**
- From: __________
- Through: __________

**End Date:**
- From: __________
- Through: __________

**Item Description:**

**Categories**

- **ACCESSORIES**
  - Description: Accessories
- **ACCESSORIES**
  - Description: Accessories

**Search**

**Clear Criteria**

**Manage Saved Searches**

**Save Search Criteria**

**Basic Search Criteria**

**Search Results**

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**Discuss**
CSCR – View Vendor Ad

View Vendor Ad

Sub Seeking Prime

Description: Cleaning Solicitation
Contact Information: Vikas Lad, vikas.lad@fiscal.ca.gov, 333/333-3333

Dates:
- Response Deadline: 05/25/14 12:00AM
- Ad Created: 05/25/2014 12:00AM
- Ad Updated: 05/25/2014 12:00AM

Find | View All | First 1 of 6 | Last

OK Cancel
What You Need to Know – SCPRS

- With FI$Cal Wave 2, the State Contract and Procurement Registration System (SCPRS) will reside in FI$Cal for collecting contract and expenditure information from agencies.
- Wave 2 departments who are transacting in the system will not need to do a separate SCPRS entry.
- Wave 4, Deferred, and Exempt departments will manually enter required transactions or use the SCPRS upload to record purchase order and contract information in FI$Cal.
- Key processes include:
  - FI$Cal SCPRS Data Entry
  - FI$Cal SCPRS Search
  - FI$Cal Vendor Entry
### SCPRS Entry

**New SCPRS Entry Order**

- **Business Unit:** 0840  
- **Purchase Order Date:** 01/22/2015  
- **DGS Billing Code:** 
- **Purchase Document #:** 00000003  
- **Change Order Reason:** 
- **Acquisition Type:** 
- **Acquisition Method:** 
- **Department:** Controller, State  
- **IBond:** 
- **Blanket PO:** 
- **Grand Total:** 
- **Sub-Total:**

**BuyerContact:**

**Comments:**

**Funding:**

**Vendor ID:**

**SB/DVBE Contracting**

#### LPA Contracts

- **LPAContractNumber:**

**Start Date:**

**End Date:**

**Start Year:**

**End Year:**

#### Fiscal Year Total

- **2015-2016**
- **2016-2017**
- **2017-2018**
- **2018-2019**

---

**Item Description** | **Account Codes** | **SABRC/EPP** | **Additional Column**
---|---|---|---
**Line Number** | **Item Description** | **Unit of Measure To** | **Quantity** | **Amount** | **UNSPSC** | **Description** | **Line Amount**
1 |  |  |  |  |  |  |  |
SCPRS – Search

- The FI$Cal SCPRS **Search** page will allow users to enter search parameters and search for Purchase Orders and/or Contracts entered into FI$Cal SCPRS.

- Users will click the Search button to display the search results in the search grid.
  - Clicking on Search results will allow the user to view transactional information.
# Add a Vendor

**Identifying Information**

- **Identifying Information**
  - **SetID:** STATE
  - **Vendor ID:** NEXT
  - **Vendor Short Name:**
  - **Classification:** Corporation
  - **HCM Class:**
  - **Persistence:** Regular
  - **Vendor Status:** Unapproved

**Vendor Relationships**

- **Corporate Vendor**
  - **Corporate SetID:** STATE
  - **Corporate Vendor ID:** NEXT

- **InterUnit Vendor**
  - **InterUnit Vendor ID:**

**Create Bill-To Customer**

- **Create Bill To Customer**

**Additional ID Numbers**

**Default Vendor Settings**
What You Need to Know – LPA Search

- Wave 4, Deferred and Exempt departments will use a search page to find LPAs
- Public inquiry will be provided to search for LPAs
- Inquiry results downloadable to Excel
- Key Processes:
  - Search for LPAs by specific contract
  - Search for LPAs by various criteria
  - View LPA details
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<tr>
<td>*From Date:</td>
<td></td>
</tr>
<tr>
<td>*To Date:</td>
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<tr>
<td>Total Amount Range</td>
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<tr>
<td>From:</td>
<td></td>
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<tr>
<td>To:</td>
<td></td>
</tr>
</tbody>
</table>

**Search**

**Clear Button**
What You Need to Know – SB/DVBE Search

- Wave 4, Deferred, and Exempt departments will use a search page to look for suppliers and determine SB/DVBE certification status.
- Public inquiry will be provided to search for certification status.
- Inquiry results downloadable to Excel.
- Key Processes:
  - Search for SB/DVBE certification status for specific vendor.
  - View detail of certification status.
  - Search for potential certified vendors based on specific criteria.
  - Download results to Excel.
**Supplier Profile**

<table>
<thead>
<tr>
<th>Supplier Name:</th>
<th>ROBERT FAIRBARKS</th>
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</thead>
<tbody>
<tr>
<td>Legal Business Name:</td>
<td>ROBERT FAIRBARKS</td>
</tr>
<tr>
<td>Address:</td>
<td>925 L ST STE 325</td>
</tr>
<tr>
<td>No. of Employees:</td>
<td>58</td>
</tr>
<tr>
<td>Business Types:</td>
<td>Service</td>
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<td>Service Areas:</td>
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<td>Keywords:</td>
<td>View Keywords</td>
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<tr>
<td>Classifications:</td>
<td>View Classifications</td>
</tr>
<tr>
<td>Notification Preference:</td>
<td></td>
</tr>
<tr>
<td>View Options:</td>
<td>View Approval, View Change History, View Application History, View Mail Log, View Notes</td>
</tr>
<tr>
<td>Edit Options:</td>
<td>View/Edit Application, Renew Certification</td>
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</table>

**Active Certifications**

<table>
<thead>
<tr>
<th>Certification Type</th>
<th>Application Date</th>
<th>Status</th>
<th>Status Date/Time</th>
<th>From</th>
<th>To</th>
<th>Cancel</th>
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<tbody>
<tr>
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**Certification History**

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<tr>
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<th>Status</th>
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<th>From</th>
<th>To</th>
<th>Manage Cert.</th>
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</table>

**Search Vendor details**

March 2015

# SB/DVBE Search – Download results to Excel

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<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>View Profile</th>
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<tbody>
<tr>
<td>1</td>
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<td>Last Name</td>
<td>Certification Type</td>
<td>Legal Business Name</td>
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<tr>
<td>2</td>
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<td>DVBE &amp; SB</td>
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<td>KUMAR</td>
<td>DVBE &amp; SB</td>
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<td>ARUN KUMAR</td>
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<td>10</td>
<td>Tim</td>
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<td>SB</td>
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<td>SB</td>
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<tr>
<td>12</td>
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<td>Lad</td>
<td>DVBE &amp; SB</td>
<td>aCCENTURE</td>
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<td>13</td>
<td>CHINWEANI</td>
<td>GBOGU</td>
<td>SB</td>
<td>CHINWEANI GBOGU</td>
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</tr>
</tbody>
</table>

March 2015  

California State Library

The California State Library is the state’s information hub, preserving California’s cultural heritage and connecting people, libraries and government to the resources and tools they need to succeed and to build a strong California.
California State Library

- Braille & Talking Book Library
- California History Library
- Government Publications
- Witkin Law Library
- Sutro Library (Genealogy and Family History)
California State Library

- Table:
  - State Employees and Legislative Staff – Sign up for a State Library Card
  - Library Brochures
  - Stereo-3D Technology Display

- Archive.org ~ digitized docs: “California Governor’s Budget”
CSL’s FI$Cal Project

- **FI$Cal Preparation**
  - FI$Cal Forums & outside reports
  - Moratorium on any Admin Databases
  - Researched Opportunities to Setup an Independent CSL Accounting Office
  - Executive & Admin Staff Presentations
  - Implementation of Wave 1 Lessons Learned
CSL’s FI$Cal Project

- FI$Cal Recommendations
  1. Executive Management Commitment
  2. Keep Staff Engaged – Select Leaders
  3. Attend EVERYTHING
  4. Hire Temporary Staff
  5. “Can do” – Positive Attitude
  6. Use FI$Cal Materials & Tools
CSL’s FI$Cal Project

BPW  ↔  CIT  ↔  UPK  ↔  Job Aid

CSL’s To-Be Purchasing Process:

1. **Prepare Requisition Program**
   - **Ad hoc Approver (IT)**

2. **Reg. Approver 1 Program**

3. **Reg. Approver 2 Dept Buyer**

4. **Prepare PO Dept Buyer**

5. **PO Approver 1 Admin**

6. **PO Approver 2 Budget Check**

7. **PO Approver 3 <$50K Bureau Chiefs => $50K G&G**

March 2015
CSL’s FI$Cal Project

Success is when what you think, what you say, and what you do are in harmony. (Paraphrased from Mahatma Gandhi)

- Adequately Trained and Prepared
- Ownership of our Processes
- Expect Mistakes & Learn from Them
- Continued Strong Teamwork
California State Library

Stanley Mosk Library and Courts Building
914 Capitol Mall

(916) 654-0261

California State Library Annex Building
900 N Street
DEPARTMENT OF GENERAL SERVICES

Ricardo Martinez
Branch Chief
Policy, Training and Customer Services Branch
Procurement Division
Next Steps

- Complete Tasks

March 2015

Wave 4, Deferred, Exempt

Action Required:
2. Review the attached Excel Upload layouts and reply to fiscal.cmo@fiscal.ca.gov by 5:00 p.m. on Friday, February 27, 2015 stating:
   a. My department WILL use an Excel Upload to submit procurement transactions to FI$Cal.
      i. Specify if your department will use the SCPRS Upload, the Progress Payment Upload, or both.
      ii. Participating departments will be contacted by the FI$Cal Project to coordinate testing activities.
   b. My department WILL NOT use an Excel Upload and will manually enter SCPRS and/or Progress Payment data into FI$Cal.
3. Submit a completed Departmental Authority and Designee (DAD) form to establish one or more individuals at your department to submit security requests for FI$Cal (role assignment).
   a. The FI$Cal Project must have an approved DAD form on file before the Role Assignment response template can be accepted.
   b. Departments can have multiple designees authorized to submit security requests.
4. Submit a completed TECH237d Role Assignment response template by 5:00 p.m. on March 27, 2015 to fiscal.cmo@fiscal.ca.gov.
Next Steps

- Complete Tasks
- Get Trained
## Statewide Training

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Topic</th>
</tr>
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<tbody>
<tr>
<td>PO381</td>
<td>Introduction to FI$Cal</td>
<td>Introduction to FI$Cal for non-FI$Cal departments</td>
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<tr>
<td>PO382</td>
<td>SCPRS Processing</td>
<td>Creating a SCPRS entry</td>
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<td>Uploading SCPRS entries</td>
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<td>Creating a SCPRS amendment</td>
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<td>Adding a SCPRS supplier</td>
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<td>Requesting a new buyer for SCPRS entry</td>
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<td>PO383</td>
<td>CSCR Processing</td>
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<td>Uploading progress payments</td>
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<tr>
<td></td>
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<td>Modifying progress payments</td>
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*FI$Cal: Transparency. Accuracy. Integrity.*
## Statewide Training

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Topic</th>
</tr>
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<tbody>
<tr>
<td>AP102</td>
<td>Managing Vendor Information</td>
<td>Entering a new vendor request</td>
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<td></td>
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<td>Creating an employee vendor</td>
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<tr>
<td></td>
<td></td>
<td>Entering a new DBA as a parent or child vendor</td>
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<td>Updating a vendor record</td>
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<tr>
<td>PO393</td>
<td>Public Searches</td>
<td>Searching for Small Business and Disabled Veterans Business Enterprise (SB/DVBE)</td>
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<tr>
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<td></td>
<td>Searching for Leveraged Procurement Agreements (LPAs)</td>
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</table>
Next Steps

- Complete Tasks
- Get Trained
- Ask Questions
www.fiscal.ca.gov

or e-mail the FI$Cal Project at:

fiscal.cmo@fiscal.ca.gov