



FI\$Cal

Financial Information System for California

Conference Room Pilot (CRP) – Contracts

for Wave 1 and Wave 2
Departments

May 1, 2014

Agenda

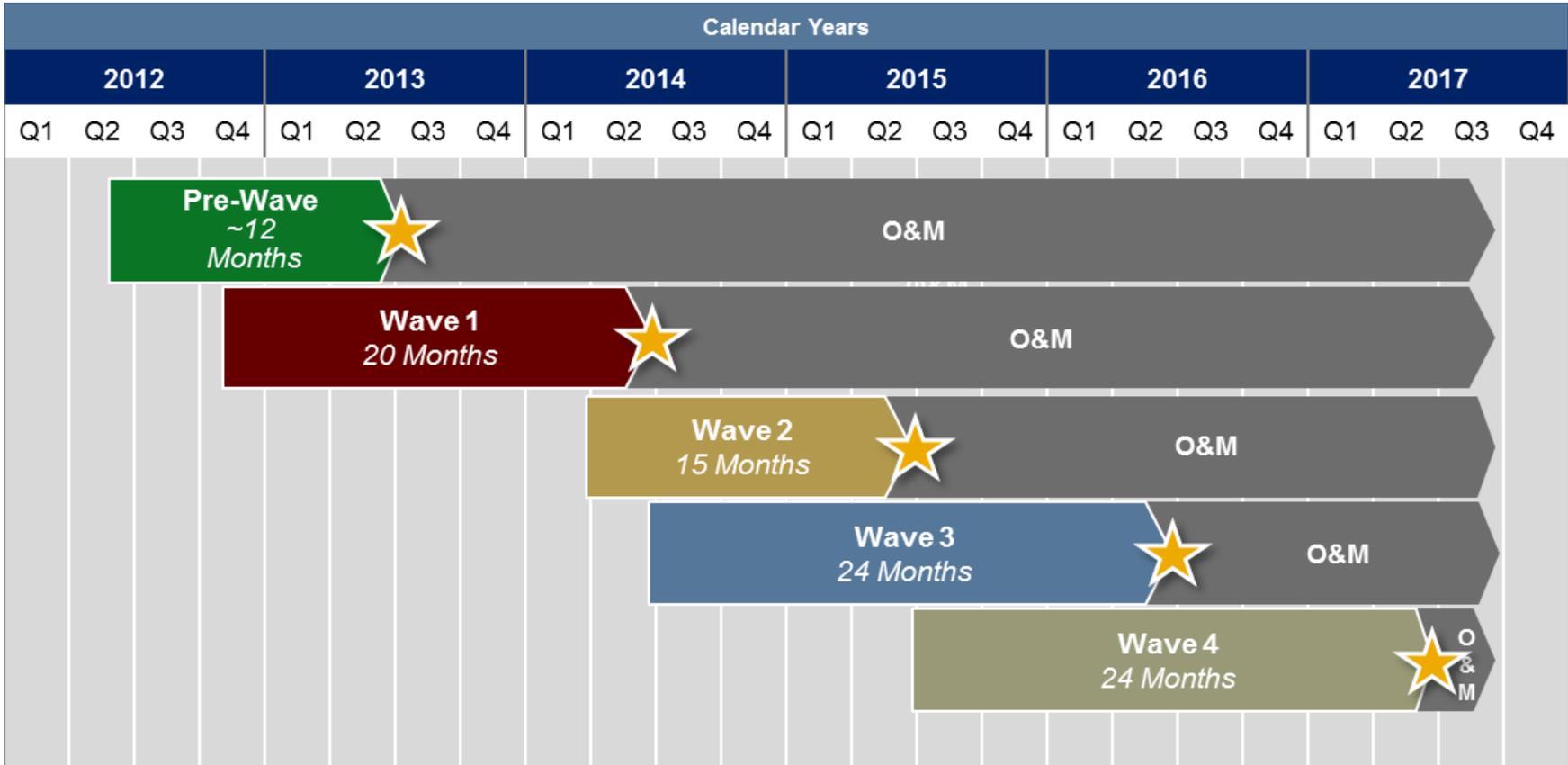
- FI\$Cal Project Overview
- Wave 2 CRP Objectives and Approach
- FI\$Cal Solution Overview
- <Functional Topic Area >
 - Business Process Overview
 - Key Terms
 - Scenarios Overview
 - Covered Requirements
 - Demonstration
 - Key Gaps
- Technology Considerations
- Session Recap

FI\$Cal Project Overview

- The Financial Information System for California (FI\$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.

- Four Partner Agencies are working together to form the partnership to support FI\$Cal at the highest level:
 - Department of Finance (DOF)
 - Department of General Services (DGS)
 - State Controller's Office (SCO)
 - State Treasurer's Office (STO)

FI\$Cal Wave Timeline



CRP Objectives

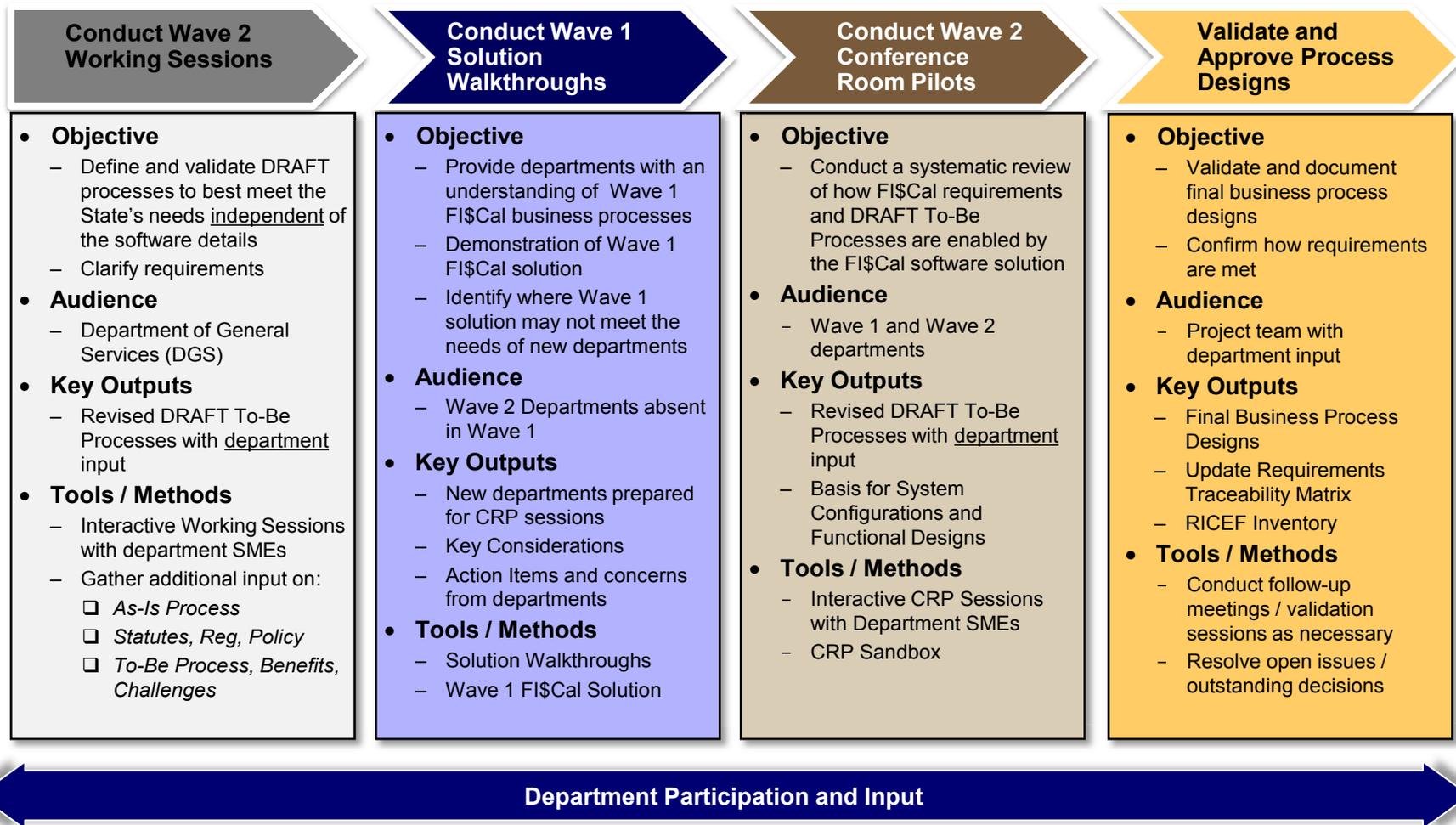
- The Wave 2 CRPs will:
 - Facilitate interactive discussion on “To-be” state business processes
 - Demonstrate delivered software capabilities to meet state requirements
 - Confirm application requirements and identify gaps where business needs are not satisfied by standard software functionality
 - Identify critical concerns/issues for each process area

Business Requirements – Overview

- **What is a Business Requirement?**

- Business requirements specify the functionality of an application
- Business requirements collectively represent the “To-Be” state of a system
- Requirements denote common functionality across all Departments
- The FI\$Cal project team contracted with Informatix to facilitate Joint Application Development (JAD) sessions with all partner and stakeholder departments to tailor the baseline requirements to the FI\$Cal project in 2006
- State conducted several rounds of review of the requirements in the past few years
- The current baseline requirement list is taken from the FI\$Cal RFP

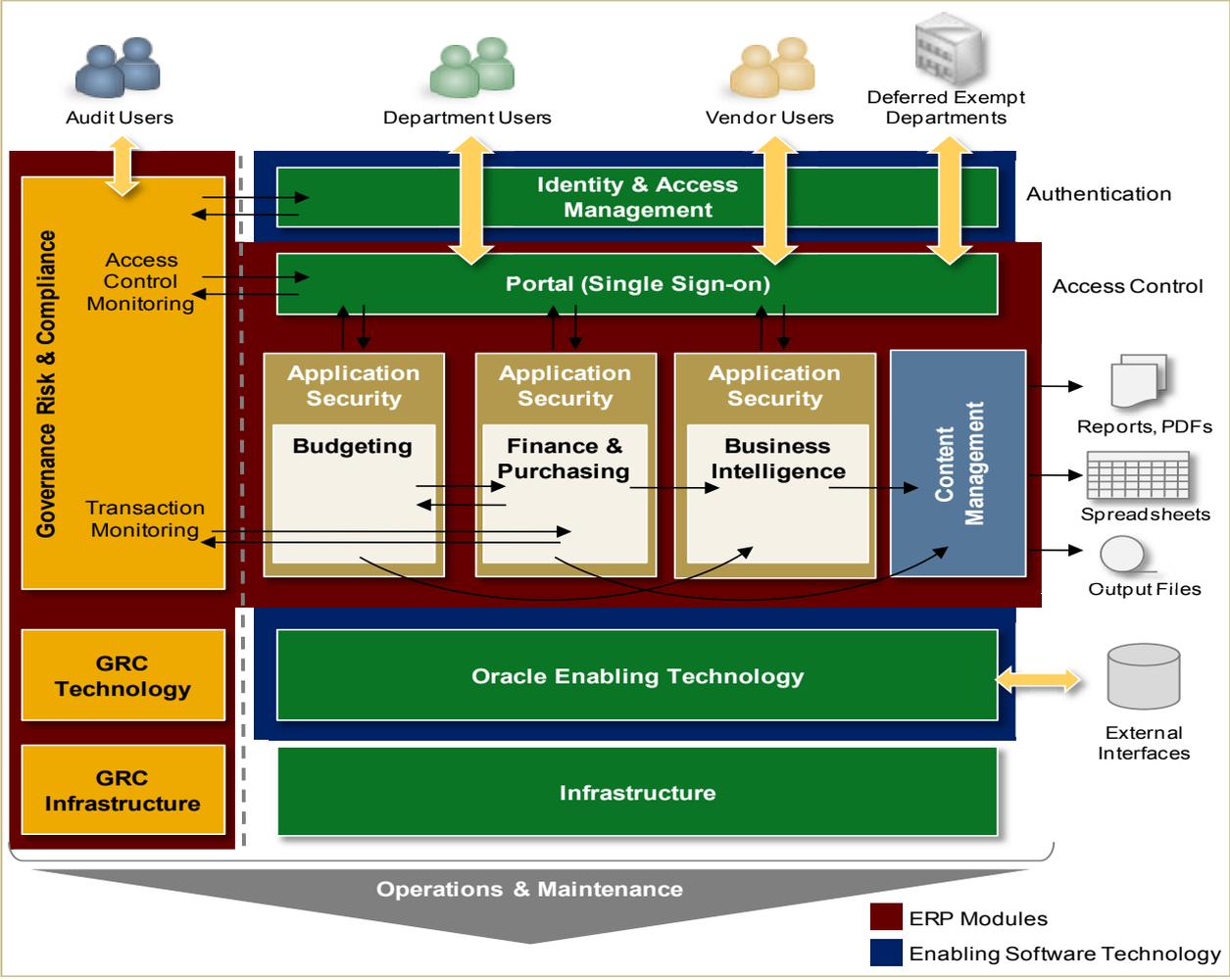
FI\$Cal Design Approach



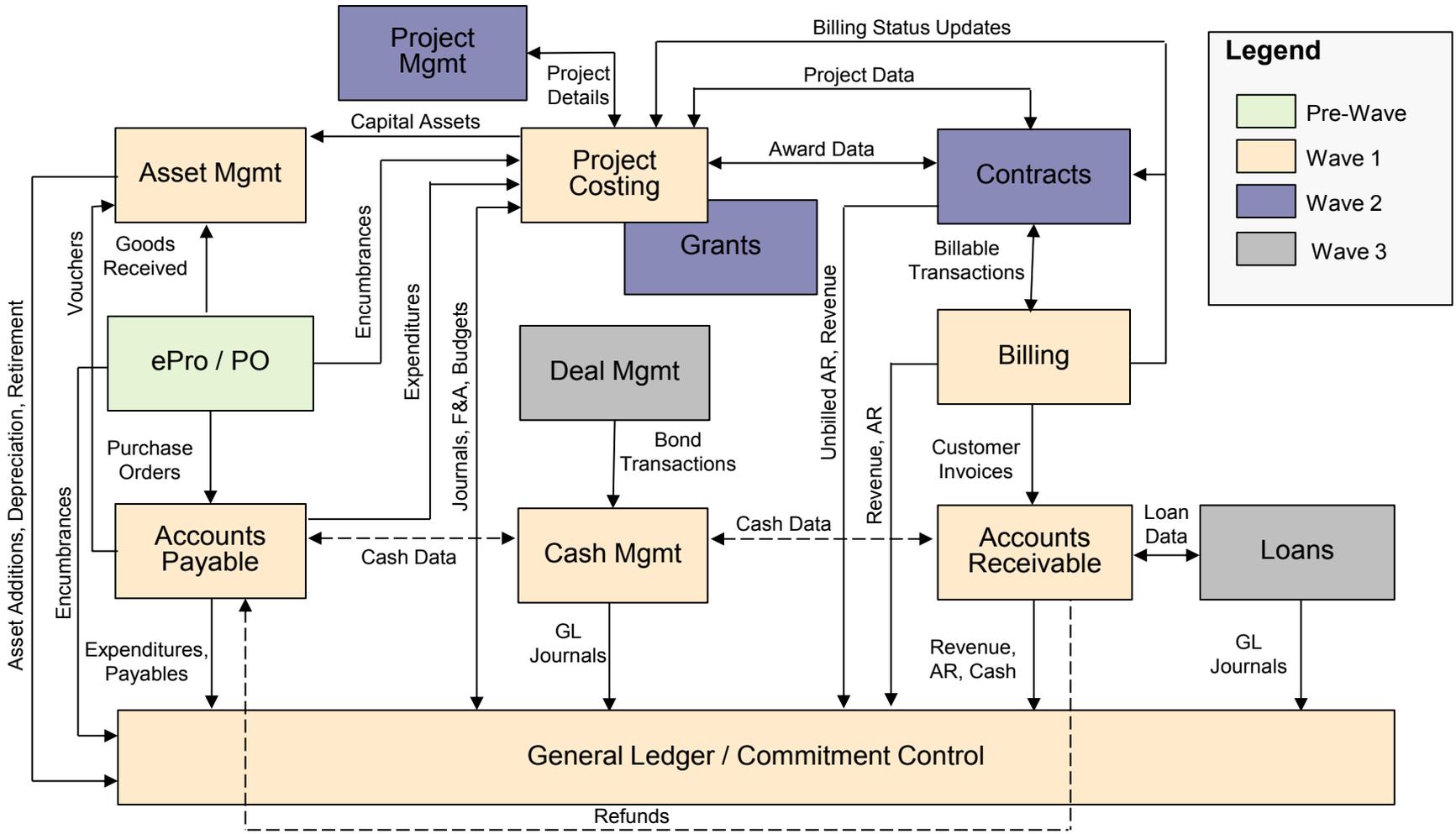
Ground Rules & Guiding Principles

- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, then assume
- **Consider Best Practices** and business process changes
- **Think of the data** and information you require

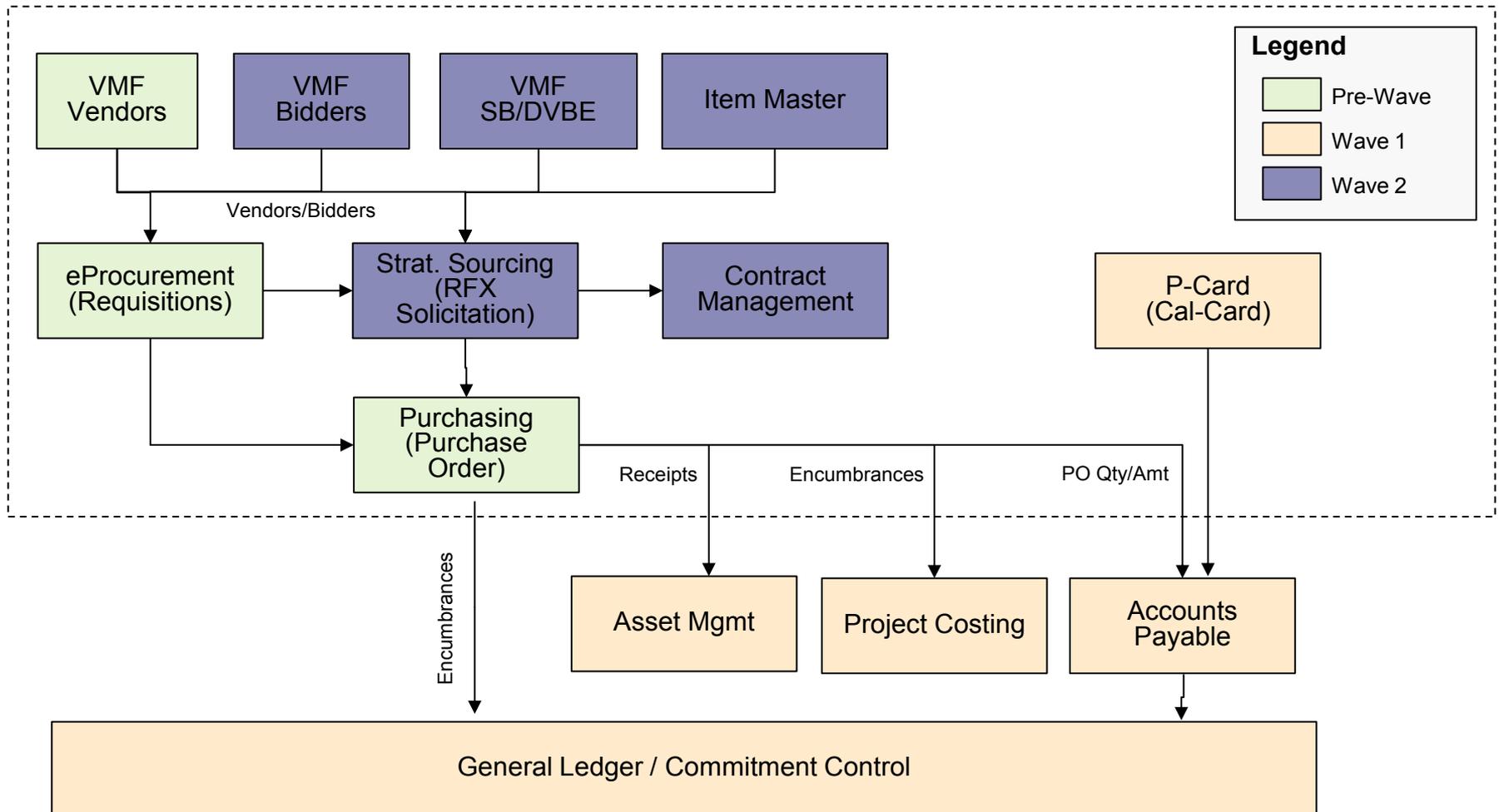
FI\$Cal Solution Overview



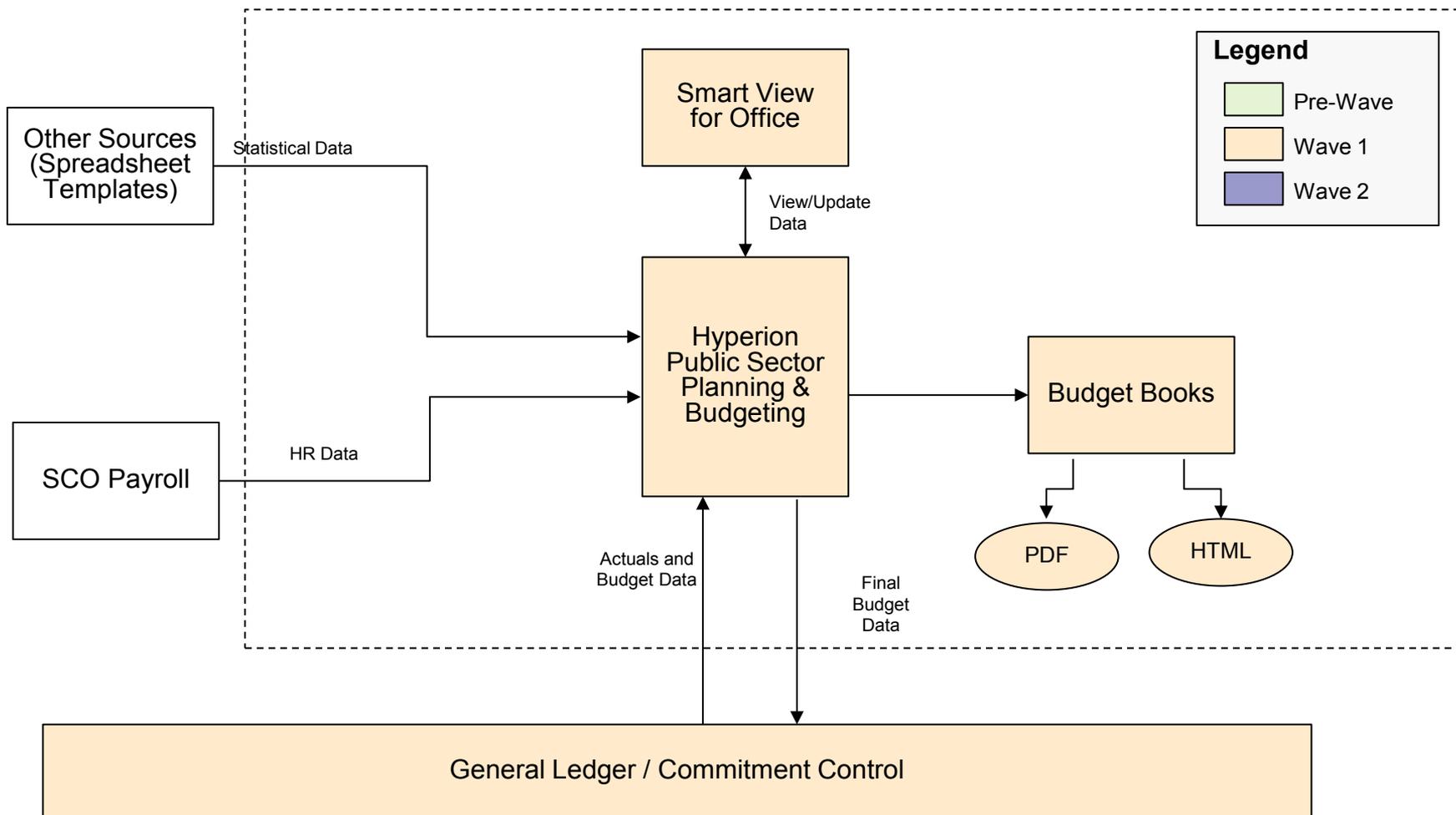
FI\$Cal Accounting Solution



FI\$Cal Procurement Solution



FI\$Cal Budgeting Solution



ePro 2 Administer Vendor Contracts

- Contract process starts upon notification of award to vendor (the last step of PO 3 Manage Solicitations Process)
- Includes ongoing activities necessary to create/amend contract, build contract document, approve contract and contract document, evaluate for extension, rebid or retire contract
- Process also includes administration of contract (tracking of contract usage, enforcement of maximum amount(s), and contract effective dates)
- Process ends when contract is available to departments for procurement of goods and/or services, evaluated for rebid, extension or closeout

As-Is Business Process Highlights

- The current processes for Administering Contract
 - Contract is created from the solicitation
 - Hard copies of Non-IT Services contracts that exceed OLS exemption sent to OLS for review and approval
 - Contract Manager ensures the supplier delivers the goods and/or services in conformance with the contract
 - Activities may include record keeping, monitoring performance and compliance, monitoring funds, contract usage and reporting, verifying accuracy of invoices, verifying work is completed and accepted, monitor contract term, and evaluates if contract needs to be extended, rebid or retired
 - LPA Suppliers submit Compliance Report to Contract Administrator
 - DGS Contract Administrator reviews report and resolves discrepancies with supplier

Opportunities for Improvement

- Automated workflow approval process allows for visibility of contract process throughout the approval lifecycle.
- Minimized routing of paper copies
- Integration with the FI\$Cal Solicitation module enhances contract creation process
- Integration with FI\$Cal Accounts Payable module allows for visibility into the payment process
- Ability to generate FI\$Cal contract usage reports
- Tracking of contract releases
- System enforcement of contract term dates and maximum amounts on PO releases

Contracts Key Terms

Term	Definition
Contract	An agreement between the State and another entity to procure goods or services
System Procurement Contract	A contract against which a user can perform transactions such as create and maintain contract items, amounts, dates, and prices.
Contract Number	Unique identifier for a contract
Contract Status	Provides Current Status of Contract (Open, Approved, Closed, Canceled, On hold)
Expiration Date	Date contract becomes unavailable to procure goods and/or services
Maximum Amount	The maximum amount that the contract should not exceed.

Contracts Key Terms

Term	Definition
Line Item Contract	Contract line specified by item id/item description
Category Contract Line	Contract line specified by a group of items based on an item category (UNSPSC codes)
Open Item Contract	A contract that allows ordering of goods or services as specified by the contract, e.g. vendor catalog
Spend Threshold	A specific monetary amount or date criteria for a contract or contract line used for triggering contract alert notifications

Contracts Key Terms

Term	Definition
Contract Document	Document with clauses, terms, and conditions produced using the Supplier Contract Management document authoring feature.
Contract Version	The revision level of a transactional contract. Version control is also used for contract document.
Library	Repository of documents and the building block components – sections, clauses, and document configurators
Clauses	Basic building block of a document; contains wordings that are stored, modified and reused in a document
Sections	Used to group clauses or other sub sections
Document Configurator	Template used for building documents; Made up of clauses, sections and rules

Scenario 1: Create System Contract from Solicitation Award

- System contract Information flows from the solicitation process
- Review key contract data elements
- Set up date expiration and spend thresholds contract notification alerts
- Establish scheduled contract PO releases
- Referencing Contract in a Purchase Order
- Establish scheduled direct voucher (invoice) payment releases

Scenario 1: Create Contract from Solicitation Award

ID		Requirement Description
PD	147.00	The System shall manage post-award activity (e.g., track deliverables identified in Statement of Work, track progress payments against completed deliverables, track new/additional deliverables, establish calendar of key events with ability to utilize prompts).
PD	148.00	The System shall maintain a history of activity for a purchase document (e.g., what transpired in conjunction with receipt or performance), based on state need (e.g., track/monitor supplier performance, send alerts to vendors if their score falls below a key performance indicator (KPI) threshold, amendments).
PD	150.00	The System shall track/associate activity for purchase documents that contain multi-provider awards (e.g., hierarchical sequence for use of vendors).
PD	161.00	The System shall allow documents and transactions to be rolled over across fiscal periods.
PD	162.00	The System shall allow purchase documents to remain open across fiscal years, based on state business rules (e.g., reflect changes to a purchase document in the year in which the change occurred).
PD	163.00	The System shall allow users to close a purchase document and associated amendments, based on state business rules (e.g., designate if/when it can be automatically closed).

Scenario 1: Create Contract from Solicitation Award

ID		Requirement Description
PD	166.00	The System shall provide the ability to process (e.g., create, edit, route for approval, manage) special or collective use agreements (e.g., Leveraged Procurement Agreement (LPA), intra-agency master agreement, Interagency Agreement, blanket purchase order), based on state need (e.g., identify the type of agreement, correlate orders/encumbrances with the agreement).
PD	168.00	The System shall accommodate various solicitation award/evaluation/tabulation methodologies (e.g., low price, high point, line item).
PD	169.00	The System shall allow award to one or more vendors per line item or category (e.g., varies based on the type of special or collective use agreement).
PD	170.00	The System shall identify characteristics related to use of the agreement, based on state business rules (e.g., restricted to utilization by multiple entities within a department without exceeding contract value, utilization by various departments either with or without use of a catalog feature, utilization by local government, maximum dollar or quantity allowed per order and/or cumulative for the agreement).
PD	171.00	The System shall use a unique numbering System for the agreements (e.g., each type of LPA may have its own numbering System, the agreement number, number on the resulting purchase document(s), and number on orders placed against the agreement may be interrelated).

Scenario 1: Create Contract from Solicitation Award

ID		Requirement Description
PD	172.00	The processing of requisitions and orders placed against Leveraged Procurement Agreements (LPAs) and other agreements shall adhere to characteristics of the particular agreement and the business rules associated with each type.
PD	178.00	The System shall issue an order, based on state business rules (e.g., reflects lower prices and/or tailored terms if applicable for the agreement, identifies the agreement, as applicable identifies the purchasing authority number, combines items from more than one agreement but still associates expenditures to appropriate agreement).
PD	179.00	The System shall allow and track the processing (e.g., create, edit) of "after-the-fact" purchase documents (e.g., emergency transactions).
PD	241.00	The System shall allow for DGS to create a variety of LPAs and supplements, based on state business rules (e.g., restrict use to those granted applicable purchasing authority).

Scenario 1: Create Contract from Solicitation Award

Award Details

Award Details | Award Summary | Review Constraints

Business Unit: 3980 | Event ID: 0000000086 | Round: 1 | Version: 1 | Event Name: Facilities Cleanup of Water Treatment Plan

Event Format: Buy | Event Type: RFX | Currency: USD | End Date: 04/29/2014 3:57PM PDT | Status: Pending Award | Go To: ...

Show Award Details to Bidders

Display bids | Display all bids | Display bid scores | Display bid's total bid price | Display factors

Award Details | First | 1 of 1 | Last

Bidder Name: Onsight Inc | Bidder Type: Vendor | Buyer: BBELL

Award Type: PO Contract | Award Currency: Event | USD | Terms: 45

PO Business Unit: 3980

Award Number: 1 | Total Award: 1,000.0000

Award Lines | Personalize | Find | View All | First | 1 of 1 | Last

Line	Item ID	Vndr/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price
1		<input checked="" type="checkbox"/>	Cleaning and sanitizing services		EA	1.0000	1,000.0000	1,000.0000

Send Notification On: 05/06/2014 |

| | | |

[Award Details](#) | [Award Summary](#) | [Review Constraints](#)

Key Points:

- Solicitation Step ready to award to a contract
- This page is accessible to the buyer of the solicitation
- Award Type is contract
- Specify Buyer, Terms, and PO Business Unit

Scenario 1: Create Contract from Solicitation Award

Primary Contact:

Vendor Contract Ref:

Description:

Master Contract ID:

Tax Exempt

Line Item Released Amount: 0.00
 Category Released Amount: 0.00
 Open Item Released Amount: 0.00
 Total Released Amount: 0.00
 Remaining Amount: 1,000.00
 Remaining Percent: 100.00

Order Contract Options

Allow Multicurrency PO Allow Open Item Reference Must Use Contract Rate Date Rate Date: 04/29/2014
 Corporate Contract Adjust Vendor Pricing First Auto Default
 Lock Chartfields Price Can Be Changed on Order
 PO Defaults Add Open Item Price Adjustments Price Adjustment Template

Contract Items

Catalog Search Item Search Search for Contract Lines

Lines Personalize | Find | View All | | First 1 of 1 Last

Details Order By Amount Item Information Default Schedule Release Amounts Release Quantities Line Groupings Spend Threshold

Line	Item	Description	UOM	Category	Include for Release	Status
1	<input type="text"/>	Cleaning and <input type="text"/>	EA	SERVICES	<input checked="" type="checkbox"/>	Active

View Category Hierarchy Category Search

Contract Categories

Lines Personalize | Find | View All | | First 1 of 1 Last

Details Pricing Options Release Amounts Spend Threshold

Line	Category	Description	Status
1	<input type="text"/>	<input type="text"/>	Active

Key Points:

- Contract Main Page for Cntrct ID 51
- Retake this screenshot to include top of Buyer and Max Amt

Scenario 1: Create Contract from Solicitation Award

Contract Entry

Header Comments

SetID: SHARE Contract ID: 0000000000000000000000051 Version: 1

Retrieve Active Comments Only Retrieve

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending Sort

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status: Active Inactivate +

Header Attachment at entered at evt creation

Send to Vendor Show at Receipt Copy to Purchase Order
 Show at Voucher

Associated Document

Attachment: PAA_Discussion.docx Attach View Delete Email

From -> SSE 3980-0000000086

OK Cancel Refresh

Key Points:

- Contract Header comments available to add free form text, std comments, and attachments
- Multiple comments may be inserted

Scenario 1: Create Contract from Solicitation Award

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

ORACLE

Contract Entry

Activity Log

Entered

By User: VLad
Date: 04/29/2014

Modified

By User: VLad
Date/Time: 04/29/2014 5:34:17PM

Approved

By User:
Date:

[Return](#)

Key Points:

- Activity Log – tracks who and when contract was entered, last modified, and approved
- Contract Activities – online log

Contract Entry

Contract Activities

SetID: SHARE Contract ID: 000000000000000000000051 Version: 1

Activities Personalize | Find | View All | First 1 of 1 | Last

Version	*Due Date	Done	*Comments
1	1 <input type="text"/>	<input type="checkbox"/>	<input type="text"/>

[OK](#) [Cancel](#) [Refresh](#)

Scenario 1: Create Contract from Solicitation Award

Document Status

SetID: SHARE Contract: 000000000000000000000005
 Document Date: 04/29/2014 Status: Open
 Currency: USD Document Type: Contract
 Buyer: Vikas Lad Released Amount:
 Short Vendor Name: ONSIGHT-001

Associated Document

Personalize | Find | View All | First 1 of 1 Last

Documents						
Business Unit	Document Type	DOC ID	Status	Document Date	Location	
3980	Strategic Sourcing Event	0000000086	Awarded	04/29/2014		

[Return to Search](#)

Key Points:

- Document status inquiry pulls all associated FI\$Cal document to the contract, e.g., Requisition, solicitation, PO, etc.

Scenario 1: Create Contract from Solicitation Award

Contract Entry New Window | Help | Personalize Page | 

PO Distributions for Line 1

Contract: 00000000000000000000000000051 Version: 1 Line: 1 Cleaning and sanitizing servid1000.000

Distribution By Business Unit

Business Unit: SpeedChart:

Distribution

Dist Percent	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Affili
1	100.0000	US00															

Key Points:

- Default Funding Information on Contract will be populated in the PO releases; the defaults can be modified on the PO by Buyers

Scenario 1: Create Contract from Solicitation Award

Key Points:

- Contract Options and Contract Lines page

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

ORACLE

Master Contract ID:
 Total Released Amount: 0.00

Tax Exempt
 Remaining Amount: 1,000.00

Remaining Percent: 100.00

[Order Contract Options](#)

Allow Multicurrency PO
 Allow Open Item Reference
 Must Use Contract Rate Date
 Rate Date: 04/29/2014

Corporate Contract
 Adjust Vendor Pricing First
 Auto Default

Lock Chartfields
 Price Can Be Changed on Order

[PO Defaults](#)
[Add Open Item Price Adjustments](#)
[Price Adjustment Template](#)

[Contract Items](#)

[Catalog Search](#)
[Item Search](#)
[Search for Contract Lines](#)

[Lines](#)
[Personalize](#) | [Find](#) | [View All](#) | |
 First 1 of 1 Last

[Details](#) | [Order By Amount](#) | [Item Information](#) | [Default Schedule](#) | [Release Amounts](#) | [Release Quantities](#) | [Line Groupings](#) | [Spend Threshold](#)

Line	Item	Description	Amt Only	Merchandise Amount	Release as Milestone
1	<input type="text"/> <input type="button" value="Q"/>	Cleaning and <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	1,000.00	<input type="checkbox"/>

[View Category Hierarchy](#)
[Category Search](#)

[Contract Categories](#)

[Lines](#)
[Personalize](#) | [Find](#) | [View All](#) | |
 First 1 of 1 Last

[Details](#) | [Pricing Options](#) | [Release Amounts](#) | [Spend Threshold](#)

Line	Category	Description	Status
1	<input type="text"/> <input type="button" value="Q"/>		Active

Scenario 1: Create Contract from Solicitation Award

Key Points:

- Contract Alert Notifications for Dates, Maximum Amount, and Spend Thresholds
- Contract buyer can add recipients of the notifications

Contract Entry

Thresholds & Notifications

Send Date/Amount Notification Send Threshold Notification

[Expand All](#) [Collapse All](#)

▼ **Date Notification**

Notify User when contract is within specified days of Expire Date.

Expire Date: Notify Days Before Expires:

Expiration Notification Date:

Notify User when contract is within specified days of Renewal Date.

Renewal Date: Notify Days Before Renewal:

Renewal Notification Date:

Notify User when New Contract or Draft is within specified days of Approval Due Date.

Approval Due Date: Notify Days Before Approval:

Approval Notification Date:

▼ **Maximum Amount Notification**

Notify User when the total contract released amount is either within the specified amount , or within the specified percentage, of the maximum contract amount.

Amount Less than Maximum: USD

Percent Less than Maximum:

Notification Amount:

▼ **Spend Threshold Notification**

Notify User when the released amount exceeds the threshold.

Threshold Notification Amount: USD

Scenario 1: Create Contract from Solicitation Award

Frequency

*Interval: Monthly

*On The: 3 3rd Day of

*Every: 1 Every Month

Duration

Until 04/29/2015

For

Times

defined in steps 1 thru 2.

Stage

Review Staged Releases

Populate

Next Date	PO Unit	Currency	Rate Type	Vendor Loc
05/03/2014	3980	USD	CRRNT	1
06/03/2014	3980	USD	CRRNT	1
07/03/2014	3980	USD	CRRNT	1
08/03/2014	3980	USD	CRRNT	1
09/03/2014	3980	USD	CRRNT	1
10/03/2014	3980	USD	CRRNT	1
11/03/2014	3980	USD	CRRNT	1
12/03/2014	3980	USD	CRRNT	1
01/03/2015	3980	USD	CRRNT	1
02/03/2015	3980	USD	CRRNT	1
03/03/2015	3980	USD	CRRNT	1
04/03/2015	3980	USD	CRRNT	1

Save Return to Search Notify Refresh

Create Releases | Review Releases

Key Points:

- Contract Release Schedule

Scenario 1: Create Contract from Solicitation Award

Maintain Purchase Order

Purchase Order

Business Unit: 3980 PO Status: Approved
 PO ID: NEXT Budget Status: Not Chkd
 Copy From: Hold From Further Processing

Header

*PO Date: 04/29/2014 Vendor Search
 *Vendor: ONSIGHT-001 Vendor Details
 *Vendor ID: 0000000046 OnSight, Inc
 *Buyer: BBELL Brad Bell

PO Reference: Facilities Cleanup of Water Tr

Header Details: Activity Summary
 PO Defaults: Add Comments
 PO Activities: Add ShipTo Comments

Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 1,000.00
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 1,000.00 USD

Add Items From

Purchasing Kit Catalog Item Search

Lines

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	Category Line	Release	Milestone Line
1		Cleaning and	SHARE	000000000000000000000000000051		1	1		

View Printable Version Close Short All Lines *Go to: ... More ...

Save Notify Refresh

Key Points:

- Referencing a Contract ID on the PO

Scenario 1: Create Contract from Solicitation Award

Maintain Purchase Order

Purchase Order

Business Unit: 3980 PO Status: Approved 

PO ID: 000000005 Budget Status: Not Chkd  

Copy From: Hold From Further Processing

Header

*PO Date: 04/29/2014  Vendor Search

*Vendor: ONSIGHT-001  Vendor Details

*Vendor ID: 000000046  Onsight Inc

*Buyer: BBELL  Brad Bell

PO Reference: Facilities Cleanup of Water Tr

Header Details: Activity Summary

PO Defaults: Add Comments

PO Activities: Add ShipTo Comments

Receipt Status: Not Recvd

*Dispatch Method: Print

Amount Summary

Merchandise: 1,000.00

Freight/Tax/Misc.: 0.00

Total Amount: 1,000.00 USD

Add Items From

Purchasing Kit Catalog Item Search

Lines Personalize | Find | View All   First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Cleaning and  	1.0000	EA 	SERVICES 	1000.00000	1,000.00	Approved    

View Printable Version *Go to:

Key Points:

- Contract auto populates PO line – Description, UOM, Category, Price.

Scenario 1: Create Contract from Solicitation Award

Maintain Purchase Order

Purchase Order

Business Unit: 3980 PO Status: Approved
 PO ID: 0000000005 Budget Status: Not Chk'd
 Copy From: [Dropdown] Hold From Further Processing:

Header

*PO Date: 04/29/2016 Vendor Search
 *Vendor: ONSIGHT-001 Vendor Details
 *Vendor ID: 0000000046 Onsignt Inc Receipt Status: Not Recvd
 *Buyer: BBELL Brad Bell
 PO Reference: Facilities Cleanup of Water Tr
 Header Details: Activity Summary
 PO Defaults: Add Comments
 PO Activities: Add ShipTo Comments

Message

PO Date is greater than Contract expire date of 04/29/2015 on line 1. (10400,289)

OK

Add Items From: Purchasing Kit Catalog Item Search

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Cleaning and	1.0000	EA	SERVICES	1000.00000	1,000.00	Approved

View Printable Version Close Short All Lines *Go to: ... More ...

Save Notify Refresh Add Update/Display

Key Points:

- Error when user tries to create an order outside of the term dates

Scenario 1: Create Contract from Solicitation Award

Contract Entry

SetID:

Contract ID:

Contract Process Option:

- General Contract
- Prepaid Voucher
- Prepaid Voucher w/ Advance PO
- Purchase Order**
- Recurring PO Voucher
- Recurring Voucher
- Release to Single PO Only

[Find an Existing Value](#) | [Add a New Value](#)

Key Points:

- Contract Process Options
- Recurring Voucher – allows creation of voucher payments directly without a PO

Scenario 1: Create Contract from Solicitation Award – Key Gaps

- Identification ongoing

Scenario 2: Create Contract by Direct Entry

- Contract entered online
- Copy features available
- Use category line and open item contract
- Create new version (Amendment) of existing contract
- Contract Agreement
- Contract Activity

Scenario 2: Create Contract by Direct Entry

ID		Requirement Description
PD	3.00	The System shall process transactions which include future fiscal years where no budget authority currently exists for various situations (e.g., includes multi-year transactions).
PD	4.00	The System shall allow line items (e.g., in a requisition, purchase document) and budget line amount to be zero for various situations (e.g., for purposes of approvals, a dollar equivalent can be identified for zero dollar contracts).
PD	147.00	The System shall manage post-award activity (e.g., track deliverables identified in Statement of Work, track progress payments against completed deliverables, track new/additional deliverables, establish calendar of key events with ability to utilize prompts).
PD	148.00	The System shall maintain a history of activity for a purchase document (e.g., what transpired in conjunction with receipt or performance), based on state need (e.g., track/monitor supplier performance, send alerts to vendors if their score falls below a key performance indicator (KPI) threshold, amendments).
PD	150.00	The System shall track/associate activity for purchase documents that contain multi-provider awards (e.g., hierarchical sequence for use of vendors).
PD	166.00	The System shall provide the ability to process (e.g., create, edit, route for approval, manage) special or collective use agreements (e.g., Leveraged Procurement Agreement (LPA), intra-agency master agreement, Interagency Agreement, blanket purchase order), based on state need (e.g., identify the type of agreement, correlate orders/encumbrances with the agreement).

Scenario 2: Create Contract by Direct Entry

ID		Requirement Description
PD	167.00	The System shall process an agreement without the creation of the predecessor document (e.g., create a solicitation without creation of a requisition).
PD	170.00	The System shall identify characteristics related to use of the agreement, based on state business rules (e.g., restricted to utilization by multiple entities within a department without exceeding contract value, utilization by various departments either with or without use of a catalog feature, utilization by local government, maximum dollar or quantity allowed per order and/or cumulative for the agreement).
PD	171.00	The System shall use a unique numbering System for the agreements (e.g., each type of LPA may have its own numbering System, the agreement number, number on the resulting purchase document(s), and number on orders placed against the agreement may be interrelated).
PD	172.00	The processing of requisitions and orders placed against Leveraged Procurement Agreements (LPAs) and other agreements shall adhere to characteristics of the particular agreement and the business rules associated with each type.
PD	177.00	The System shall disallow creation of an order for certain situations (e.g., for some agreements the end date of the order cannot exceed the term of the agreement or only exceed it by a specified length).

Scenario 2: Create Contract by Direct Entry

ID		Requirement Description
PD	178.00	The System shall issue an order, based on state business rules (e.g., reflects lower prices and/or tailored terms if applicable for the agreement, identifies the agreement, as applicable identifies the purchasing authority number, combines items from more than one agreement but still associates expenditures to appropriate agreement).
PD	241.00	The System shall allow for DGS to create a variety of LPAs and supplements, based on state business rules (e.g., restrict use to those granted applicable purchasing authority).
PD	242.00	The System shall include the ability to create/revise user instructions for an LPA.

Scenario 2: Create Contract by Direct Entry

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

ORACLE

Contract Entry
Contract

SetID: SHARE [Copy From Contract](#)
 Contract ID: NEXT
 Status: **Open** (highlighted in red)
 Administrator/Buyer: VLad [Vikas Lad](#) [Add a Document](#)

Contract Version

Version: 1 Status: Current
 Approval Due Date:

Header

Process Option: Purchase Order
 Vendor: MELS-001 [Vendor Search](#)
 *Vendor ID: 0000000044 [Mel's Diner](#)
 *Begin Date: 04/29/2014
 Expire Date: 05/31/2014
 Renewal Date: 05/15/2014
 Currency: USD [CRRNT](#)
 Primary Contact:
 Vendor Contract Ref:
 Description:
 Master Contract ID:
 Tax Exempt

[Add Comments](#)
[Contract Activities](#)
[Primary Contact Info](#)
[Contract Header Agreement](#)
[Contract Releases](#)

[Activity Log](#)
[Document Status](#)
[Thresholds & Notifications](#)

Amount Summary

Maximum Amount:	0.00	USD
Line Item Released Amount:	0.00	
Category Released Amount:	0.00	
Open Item Released Amount:	0.00	
Total Released Amount:	0.00	

Key Points:

- Status of Contract is Open when new Contract is created
- Approval Due date is date by which Contract should be approved

Scenario 2: Create Contract by Direct Entry

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

ORACLE

Master Contract ID:
 Open Item Released Amount: 0.00
 Tax Exempt
 Total Released Amount: 0.00

Allow Multicurrency PO
 Allow Open Item Reference
 Must Use Contract Rate Date
 Rate Date: 04/29/2014
 Corporate Contract
 Adjust Vendor Pricing First
 Auto Default
 Lock Chartfields
 Price Can Be Changed on Order

[PO Defaults](#)
[Add Open Item Price Adjustments](#)
[Price Adjustment Template](#)

Contract Items

[Catalog Search](#)
[Item Search](#)
[Search for Contract Lines](#)

Lines
[Personalize](#) | [Find](#) | [View All](#) | [Print](#)
 First 1-2 of 2 Last

[Details](#)
[Order By Amount](#)
[Item Information](#)
[Default Schedule](#)
[Release Amounts](#)
[Release Quantities](#)
[Line Groupings](#)
[Spend Threshold](#)

Line	Item	Description	UOM	Category	Include for Release	Status
1	<input type="text"/>	Desktop	EA	81111507	<input checked="" type="checkbox"/>	Active
2	<input type="text"/>	Laptop	EA	81111507	<input checked="" type="checkbox"/>	Active

[View Category Hierarchy](#)
[Category Search](#)

Contract Categories

Lines
[Personalize](#) | [Find](#) | [View All](#) | [Print](#)
 First 1 of 1 Last

[Details](#)
[Pricing Options](#)
[Release Amounts](#)
[Spend Threshold](#)

Line	Category	Description	Status
1	ACCESSORIES	Accessories	Active

Key Points:

- Lines section captures the information of the Items on the Contract
- Contract Categories captures the information of the UNPSC

Scenario 2: Create Contract by Direct Entry

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

ORACLE

Contract Entry

Contract Item Line Agreement Assignments

SetID: SHARE Contract Status: Open Version: 1
 Contract ID: NEXT Begin Date: 04/29/2014
 Vendor: MELS-001 Expire Date: 05/31/2014
 Contract Line: 1 Line Status: Active
 Item ID: Desktop

Agreements Find | View All | First 1 of 1 Last

*Sequence: 10 include in Contract Document
 *Agreement Code: AG_PRICE Compliance Status: Not Set
 *Description: No Price Increase
 *Result Type: Date
 Negotiated Result: 04/29/2014
 Target Date: 07/28/2014
 Notification Comments: No Price Increase
 Financial Implication: None

[Clause Assignments](#) [Notification Assignments](#)

Verification Steps Personalize | Find | View All | First 1 of 1 Last

*Step	Description	*Step Owner	*Verification Method	*Due/Start Notify Date	Activity Status
10	Invoice Price Verificaton	Dixon,Margaret	On Line Verification with Y/N	07/28/2014	Not Started

Key Points:

- Contract Item Line Agreement Assignments defines the line Agreements for the Contract line

Scenario 2: Create Contract by Direct Entry

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

ORACLE

Contract Entry

Header Comments

SetID: SHARE Contract ID: NEXT Version: 1

*Sort Method: **Comment Time Stamp** *Sort Sequence: **Ascending** **Sort**

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status: Active **Inactivate** **Undo** +

Send to Vendor Show at Receipt Copy to Purchase Order

Show at Voucher

Associated Document

Attachment: **Attach** **View** **Delete** **Email**

From -> CNT SHARE-NEXT

OK **Cancel** **Refresh**

Key Points:

- Header Comments to capture the header comments for the contract

Scenario 2: Create Contract by Direct Entry

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

ORACLE

Contract Entry

Contract Activities

SetID: SHARE Contract ID: NEXT Version: 1

Activities Personalize | Find | View All | [grid icon] | [calendar icon] First 1-2 of 2 Last

Version	*Due Date	Done	*Comments
1	1 04/29/2014 [calendar icon]	<input type="checkbox"/>	Contract Created [grid icon] [check icon] [plus icon] [minus icon]
2	1 04/30/2014 [calendar icon]	<input type="checkbox"/>	Contract Review [grid icon] [check icon] [plus icon] [minus icon]

Key Points:

- Contract Activities pages is used to capture the contract related activities

Scenario 2: Create Contract by Direct Entry

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

ORACLE

Contract Entry

Contract Header Agreement Assignments

SetID: SHARE Contract Status: Open Version: 1
 Contract ID: NEXT Begin Date: 04/29/2014
 Vendor: MELS-001 Expire Date: 05/31/2014

Agreements [Find](#) | [View All](#) | First 1 of 1 Last

*Sequence: 10 Include In Contract Document
 *Agreement Code: AG_WARRANTY Compliance Status: Not Set
 *Description: Copy of warranty received
 *Result Type: Yes/No
 Negotiated Result:
 Target Date: 05/29/2014
 Notification Comments: Supplier agrees to provide a copy of agreed upon warranty within the specified number of days from the contract start date.
 Financial Implication:

[Clause Assignments](#) [Notification Assignments](#)

Verification Steps [Personalize](#) | [Find](#) | [View All](#) | First 1-2 of 2 Last

*Step	Description	*Step Owner	*Verification Method	*Due/Start Notify Date	Activity Status
10	Provide copy of warranty		Attaching Supporting Docume	05/29/2014	Not Started
20	Verify receipt of warranty	Calvin Roth	On Line Verification with Y/N	05/29/2014	Not Started

OK Cancel

Key Points:

- Header Comments to capture the header comments for the contract

Scenario 2: Create Contract by Direct Entry

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

ORACLE

Contract Entry

Activity Log

Entered

By User:

Date : 04/29/2014

Modified

By User:

Date/Time :

Approved

By User:

Date :

[Return](#)

Key Points:

- Activity log show the details about who entered, modified, approved the contract

Scenario 2: Create Contract by Direct Entry

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

ORACLE

Contract Entry

Thresholds & Notifications

Send Date/Amount Notification Send Threshold Notification

Expand All Collapse All

▼ Date Notification

Notify User when contract is within specified days of Expire Date.

Expire Date: Notify Days Before Expires:

Expiration Notification Date:

Notify User when contract is within specified days of Renewal Date.

Renewal Date: Notify Days Before Renewal:

Renewal Notification Date:

Notify User when New Contract or Draft is within specified days of Approval Due Date.

Approval Due Date: Notify Days Before Approval:

Approval Notification Date:

▷ Maximum Amount Notification

▷ Spend Threshold Notification

▼ Notification Assignments Personalize | Find | View All | | First 1-2 of 2 Last

	Notification Type	User ID	User Description	Email Address		
1	Expiration	<input type="text" value="VLad"/> <input type="button" value="Q"/>	Vikas Lad	vikas.lad@fiscal.ca.gov	<input type="button" value="+"/>	<input type="button" value="-"/>
2	Draft Approva	<input type="text" value="VLad"/> <input type="button" value="Q"/>	Vikas Lad	vikas.lad@fiscal.ca.gov	<input type="button" value="+"/>	<input type="button" value="-"/>

Key Points:

- Thresholds & Notifications page is used to define the

Scenario 2: Create Contract by Direct Entry – Key Gaps

- Identification ongoing

Scenario 3: Adding a Contract Document to the System Contract

- Add contract document to a transactional contract
- Amend contract document

Scenario 3: Adding a Contract Document to the Transactional Contract

ID		Requirement Description
PD	148.00	The System shall maintain a history of activity for a purchase document (e.g., what transpired in conjunction with receipt or performance), based on state need (e.g., track/monitor supplier performance, send alerts to vendors if their score falls below a key performance indicator (KPI) threshold, amendments).
PD	150.00	The System shall track/associate activity for purchase documents that contain multi-provider awards (e.g., hierarchical sequence for use of vendors).
PD	246.00	The System shall allow for DGS to store, access, and track information/documents related to contracts that are associated with a specific LPA, based on state need (e.g., maintain items by category such as LPA program).

Scenario 3: Adding a Contract Document to the System Contract

Favorites ▾ | Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

ORACLE

Contract Entry

Contract

SetID: SHARE
 Contract ID: 000000000000000000000000000053
 *Status: Open ▾
 Administrator/Buyer:

Contract Version
 Version: 1 Status: Current
 Approval Due Date:

Add a Document

Header ▾

Key Points:

- Add a document will allow user to add Contract document to Contract

Scenario 3: Adding a Contract Document to the System Contract

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

ORACLE

Create Document

Source: Purchasing Contracts [Return to Document Search](#)

SetID: SHARE Contract ID: 000000000000000000000000053

Vendor: Mel's Diner

*Document Type: Standard Contract Document ▾

Configurator ID: SERVICES_STD [Standard document for procurement of services](#)
[Configurator Selector](#)

*Description: Service Document

*Administrator: VLad [Vikas Lad](#)

Sponsor: [\[Search\]](#)

Department: [\[Search\]](#)

Cycle Start Date: 04/30/2014 Cycle Due Date: 05/06/2014

Use Wizard Responses from Document: (<Select Document>)

[Create Document](#) [Internal Contacts/Signers](#)
[Save](#) [External Contacts/Signers](#)
[Document View Access](#)

Key Points:

Click Create Document button to start creating the document for the contract

Scenario 3: Adding a Contract Document to the System Contract

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

ORACLE

Wizard Execute - Document Creation

Wizard ID: PURCHASES_STD_01 Description: Standard Wizard for purchased goods
 Wizard Instructions: This wizard to be used on the majority of procurement related contracts.

Question Groups First 1 of 2

Previous Next

Question Group: CONTRACT_SPECIALIST_PART1
 Group Instructions: Used for new contracts. Selected values will be copied from requester responses from the request for contract request wizard.

Questions

*Provide a summary of the purpose for this contract:  

Additional information/instructions for the contract specialist (Requestor / Optional)  

**What are you intending to procure with this contract? ▾

Contract Warranty level? ▾

Previous Next

* Required Question
 *Navigational Question

Save for Later

Cancel

Key Points:

Enter the response for the Questions which are part of Document Creation Wizard

Scenario 3: Adding a Contract Document to the System Contract

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

ORACLE

Wizard Execute - Document Creation

Wizard ID: PURCHASES_STD_01 **Description:** Standard Wizard for purchased goods
Wizard Instructions: This wizard to be used on the majority of procurement related contracts.

Question Groups First 2 of 2

Question Group: CONTRACT_SPECIALIST_PART2 [Previous](#) [Finish](#)
Group Instructions: Used for new contracts. Selected values will be copied from requester responses from the request for contract request wizard.

Questions

^*Will this contract provide an automatic extension at expiration?

[Previous](#) [Finish](#)

* Required Question [Save for Later](#)
 ^Navigational Question

[Cancel](#)

Key Points:

Click Finish to create a document

Scenario 3: Adding a Contract Document to the System Contract

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

ORACLE

Document Management [Return to Document Search](#)

SetID: SHARE **Contract ID:** 000000000000000000000000053
Vendor: Mel's Diner
Document Type: Standard Contract Document
Description: Service Document
Administrator: Vikas Lad
Sponsor: **Department:**

Version: 0.00 **Created On:** 04/30/14 2:16AM [Document Details](#)
Status: Draft **Last Modified On:** 04/30/14 2:12AM

View and Edit Options:

Review and Approval:

Other Document Actions:

[Add Attachments/Related Documents](#)
[Document Modification Summary](#)
[Document Version History](#)

[Internal Contacts/Signers](#)
[External Contacts/Signers](#)
[Document View Access](#)

[Generation Log](#)

Key Points:

Document Management page will allow to View / Edit document, route document for approval

Scenario 3: Adding a Contract Document to the System Contract

Key Points:

Sample Contract document

AGREEMENT FOR PROCURMENT OF SERVICES
 BETWEEN
 THE REGENTS OF THE UNIVERSITY OF PLEASANTON
 AND
 Mel's Diner
 (CONTRACT NUMBER: 0000000000000000000000053)

This AGREEMENT FOR PROCURMENT OF SERVICES is made between THE REGENTS OF THE UNIVERSITY OF PLEASANTON (University) a Pleasanton Constitutional Corporation, Pleasanton, and Mel's Diner (Supplier).

1. Description of Service(s)

Supplier hereby agrees to provide all Services defined in Exhibit A and to comply with all deliverables as described within this agreement. The company shall use reasonable efforts to direct applicable requests of such Services to Supplier under this Agreement. Unless otherwise expressly stated herein, this Agreement does not confer on Supplier the right to be the exclusive provider of any specific Services to the company.

2. Term of Agreement

The initial term of this Agreement will begin on April 30, 2014 and end on May 30, 2014. At the end of the initial term, this Agreement will be evaluated. If the parties agree that it is mutually beneficial relationship, the Agreement may be extended in writing for up to 2 additional years. Time is of the essence in this Agreement.

3. Performance Standard

Supplier agrees to perform and provide any necessary support for the Products and/or Services described in this Agreement to the satisfaction of the University and with the standard of care and skill of an expert regularly rendering services of the type required by this Agreement and in conformance with state and federal law.

Scenario 3: Adding a Contract Document to the System Contract

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

ORACLE

Document Management [Return to Document Search](#)

SetID: SHARE **Contract ID:** 0000000000000000000000053
Vendor: Mel's Diner

Document Type: Standard Contract Document
Description: Service Document
Administrator: Vikas Lad
Sponsor: **Department:**

Version: 0.00 **Created On:** 04/30/14 2:16AM [Document Details](#)
Status: Draft **Last Modified On:** 04/30/14 5:08PM
 Checked Out On: 04/30/14 5:08PM
 Checked Out By: VLad

View and Edit Options: <input type="button" value="View Document"/> <input type="button" value="Check In"/> <input type="button" value="Cancel Check Out"/>	Review and Approval: Internal Contacts/Signers External Contacts/Signers Document View Access	Other Document Actions: <input type="button" value="Create Executive Summary"/> Generation Log
---	---	---

[Add Attachments/Related Documents](#)
[Document Modification Summary](#)
[Document Version History](#)

Key Points:

Click Check In

Scenario 3: Adding a Contract Document to the System Contract

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

ORACLE

Check In Document

Select the desired versioning option and enter a brief description describing the changes. Click the OK button to proceed and you will then be prompted to enter the filename for where the file you are checking in resides.

SetID: SHARE Contract ID: 0000000000000000000000000053
Vendor: Mel's Diner

Version:
 Same Version (0)
 Minor Version (0.01)
 Major Version (1.00)

*Comments:

OK Cancel

Key Points:

Click Check In Document and select the Version and enter comments

Click OK to upload the updated document

Check In Document

Help

Browse...

Upload Cancel

Scenario 3: Adding a Contract Document to the System Contract

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

ORACLE

Document Management [Return to Document Search](#)

SetID: SHARE Contract ID: 0000000000000000000000000000000053
 Vendor: Mel's Diner
 Document Type: Standard Contract Document
 Description: Service Document
 Administrator: Vikas Lad
 Sponsor: Department:

Version: 0.01 Created On: 04/30/14 2:16AM [Document Details](#)
 Status: Pending Approval Last Modified On: 04/30/14 5:14PM

This document requires your approval. Review the document as directed, then click Approve or Deny.

View and Edit Options:
[Add Attachments/Related Documents](#)
[Document Modification Summary](#)
[Document Version History](#)

Review and Approval:
[Approval Details](#)
[Internal Contacts/Signers](#)
[External Contacts/Signers](#)
[Document View Access](#)

Other Document Actions:

[Generation Log](#)

Key Points:

Click Approve button to Approve the Document

Scenario 3: Adding a Contract Document to the System Contract

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

ORACLE

Document History

SetID: SHARE Contract ID: 0000000000000000000000053
 Vendor: Mel's Diner

Document Action: [View Source Version History](#) [Return to Document Management](#)

Document History [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#) | [First](#) | 1-10 of 10 | [Last](#)

Action/Version	Comments	Document Details				
DateTime	Document Action	Last User to Take Action	Version	View Executive Summary	View Attachments	Details
04/30/14 5:18PM	Canceled Executive Check Out	Vikas Lad	0.01			
04/30/14 5:18PM	Checked Out Executive Summary	Vikas Lad	0.01			
04/30/14 5:17PM	Create Executive Summary	Vikas Lad	0.01			
04/30/14 5:17PM	Approved	Vikas Lad	0.01			
04/30/14 5:14PM	Submitted for Approval	Vikas Lad	0.01			
04/30/14 5:13PM	Checked In	Vikas Lad	0.01			
04/30/14 5:08PM	Checked Out	Vikas Lad	0.00			
04/30/14 2:20AM	Stop External Collaboration	Vikas Lad	0.00			
04/30/14 2:20AM	Routed for External Review	Vikas Lad	0.00			
04/30/14 2:16AM	Initial Version Created	Vikas Lad	0.00			

Key Points:

Document History displays the detail about the Document version

Technology Considerations

- Interfaces

- Conversions
 - Active LPAs
 - Active Departmental Contracts
 - Vendors

- Data Protection
 -
 -

Data Protection Overview

- FI\$Cal will receive and retain various types of data that will need to be protected. All data can be classified as:
 - Public
 - Personally Identifiable Information
 - Sensitive
 - Confidential

- Various state agencies assisted FI\$Cal in the development of a **Data Classification and Protection Framework**

Data Protection Overview

- All data that is received, retained, and transmitted by FI\$Cal protected by:
 - Business Unit
 - Encryption
 - Role Based Access

- In addition, data classified as PII, sensitive, and confidential will receive the additional protection of:
 - Masked
 - Tracking when added, updated, deleted, and read
 - Role Based Access, such as Confidential User

Data Protection – Key Terms

Conversion	Definition
Public Information	Information maintained by state agencies that is not exempt from disclosure under the provisions of state or federal laws.
Confidential Information	Information maintained by state agencies that is exempt from disclosure under the provisions of state or federal laws.
Sensitive Information	Information maintained by state agencies that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss, or deletion. Sensitive information may be either public or confidential.
Personally Identifiable Information	Information that identifies or describes an individual. This information must be protected from inappropriate access, use, or disclosure and must be made accessible to data subjects upon request.

Data Protection - Processes & Fields

Process Name	Field Description
--------------	-------------------

ePro 2 Administer Vendor Contracts	Contract ID
ePro 2 Administer Vendor Contracts	Contract Status
ePro 2 Administer Vendor Contracts	Administrator/Buyer
ePro 2 Administer Vendor Contracts	Vendor
ePro 2 Administer Vendor Contracts	Vendor ID
ePro 2 Administer Vendor Contracts	Maximum Amount
ePro 2 Administer Vendor Contracts	Begin Date
ePro 2 Administer Vendor Contracts	Expired Date
ePro 2 Administer Vendor Contracts	Renewal Date
ePro 2 Administer Vendor Contracts	Description
ePro 2 Administer Vendor Contracts	Line Item Released
ePro 2 Administer Vendor Contracts	Amount
ePro 2 Administer Vendor Contracts	Category Release
ePro 2 Administer Vendor Contracts	Amount
ePro 2 Administer Vendor Contracts	Open Item Released
ePro 2 Administer Vendor Contracts	Amt
ePro 2 Administer Vendor Contracts	Total Released Amount
ePro 2 Administer Vendor Contracts	Line Item ID
ePro 2 Administer Vendor Contracts	Unit of Measure
ePro 2 Administer Vendor Contracts	Line Description
ePro 2 Administer Vendor Contracts	Category
ePro 2 Administer Vendor Contracts	Attachments

Public

FI\$Cal Standard Protection Framework

Standard Data Protection level For:

Confidential (Protected under the Public Records Act), Electronic Protected Health Information (e/PHI), Federal Tax Information, Notice Triggering Information, Payment Card Industry, Personally Identifiable Information (PII) and Sensitive Information, the following is the Standard Data Protection Level:

1. Mandates that Govern the Collection of this Field – State Administrative Manual (SAM).
2. Federal Tax Information Labeling – None.
3. FI\$Cal Standard Protection Method(s):
 - Business Level Security.
 - Encryption.
 - Masked (SSN, TIN, and Payment Card).
 - Role Based.
4. FI\$Cal Standard Actions to be Tracked:
 - Add, Delete, Update and Read.
5. FI\$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI\$Cal currently).

Public	Confidential	PII	Sensitive
--------	--------------	-----	-----------

Procurement classified as **Public** with the exception of the fields highlighted to be **Sensitive**

Data Protection - Processes & Fields

Process Name	Field Description	FI\$Cal Standard Protection Framework
		<p>Standard Data Protection level For: Confidential (Protected under the Public Records Act), Electronic Protected Health Information (e/PHI), Federal Tax Information, Notice Triggering Information, Payment Card Industry, Personally Identifiable Information (PII) and Sensitive Information, the following is the Standard Data Protection Level:</p> <ol style="list-style-type: none"> 1. Mandates that Govern the Collection of this Field – State Administrative Manual (SAM). 2. Federal Tax Information Labeling – None. 3. FI\$Cal Standard Protection Method(s): <ul style="list-style-type: none"> • Business Level Security. • Encryption. • Masked (SSN, TIN, and Payment Card). • Role Based. 4. FI\$Cal Standard Actions to be Tracked: <ul style="list-style-type: none"> • Add, Delete, Update and Read. 5. FI\$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI\$Cal currently).
ePro2 Administer Vendor Contracts	Line Description	
ePro2 Administer Vendor Contracts	Administrator/Buyer	
ePro2 Administer Vendor Contracts	Shipping Location	
ePro2 Administer Vendor Contracts	Location ID	
ePro2 Administer Vendor Contracts	Attachments	
		<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Public Confidential PII Sensitive </div> <div style="background-color: green; color: white; padding: 10px; text-align: center;"> <p>Procurement classified as Public with the exception of the fields highlighted to be Sensitive</p> </div>

Data Protection – Next Steps

- FI\$Cal is expecting this framework confirmed by Wave 1 departments will also meet the data protection requirements of Wave 2 departments
- Opportunity to request additional data protection in Wave 2 task TECH201: Review Data Classification and Protection Framework

Related CRPs

- Solicitation CRP
- SB/DVBE Certification CRP

Session Recap

- Key Considerations
 - <Discuss the key input/feedback provided during session>
- Future Action Items
 - <Review open items discussed during session >
- Action Items
 - <List action items discussed during session>
- Concerns
 - <List concerns identified by FI\$Cal team prior to CRP session>
 - <Review concerns discussed during session >

Question and Answer



FI\$Cal Project Information:

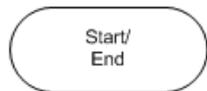
<http://www.fiscal.ca.gov/>

or e-mail the FI\$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov

Appendix

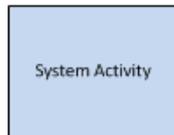
Guide to Symbols in Flows



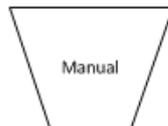
Start/End - Indicates point at which the process begins or ends. Does not represent any activity.



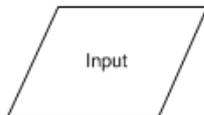
Decision - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.



System Task - Represents an individual step or activity in FI\$Cal.



Manual Task - Represents an individual step or activity in the process that is made out of FI\$Cal.



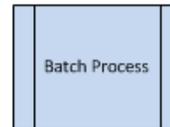
Input Documents - A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.



Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.



Interface - Data conversion from one electronic system to another.



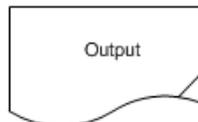
Batch Process - Represents a batch process within FI\$Cal.



Flow Arrow



Intra Integration Process - A input or Output to some other process within the same capability



Output Documents - An electronic document that is created by the process and can be printed (for example - any kind of report).

ChartField Cross Reference

