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
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

<table>
<thead>
<tr>
<th>Calendar Years</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
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- **Pre-Wave (~12 Months)**
- **Wave 1 (20 Months)**
- **Wave 2 (15 Months)**
- **Wave 3 (24 Months)**
- **Wave 4 (24 Months)**

May 9, 2014

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

**Objective**
- Define and validate DRAFT processes to best meet the State's needs independent of the software details
- Clarify requirements

**Audience**
- Department of General Services (DGS)

**Key Outputs**
- Revised DRAFT To-Be Processes with department input

**Tools / Methods**
- Interactive Working Sessions with department SMEs
- Gather additional input on:
  - As-Is Process
  - Statutes, Reg, Policy
  - To-Be Process, Benefits, Challenges

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**Objective**
- Conduct a systematic review of how FI$Cal requirements and DRAFT To-Be Processes are enabled by the FI$Cal software solution

**Audience**
- Wave 1 and Wave 2 departments

**Key Outputs**
- Revised DRAFT To-Be Processes with department input
- Basis for System Configurations and Functional Designs

**Tools / Methods**
- Interactive CRP Sessions with Department SMEs
- CRP Sandbox

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**Objective**
- Provide departments with an understanding of Wave 1 FI$Cal business processes
- Demonstration of Wave 1 FI$Cal solution
- Identify where Wave 1 solution may not meet the needs of new departments

**Audience**
- Wave 2 Departments absent in Wave 1

**Key Outputs**
- New departments prepared for CRP sessions
- Key Considerations
- Action Items and concerns from departments

**Tools / Methods**
- Solution Walkthroughs
- Wave 1 FI$Cal Solution

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**Objective**
- Conduct follow-up meetings / validation sessions as necessary
- Resolve open issues / outstanding decisions

**Key Outputs**
- Final Business Process Designs
- Update Requirements Traceability Matrix
- RICEF Inventory

**Tools / Methods**
- Conduct Wave 2 Working Sessions
- Conduct Wave 1 Solution Walkthroughs
- Conduct Wave 2 Conference Room Pilots
- Conduct Wave 1 Solution Walkthroughs

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**Validate and Approve Process Designs**
- Define and validate DRAFT processes to best meet the State's needs independent of the software details
- Clarify requirements

**Audience**
- Project team with department input

**Key Outputs**
- Final Business Process Designs
- Update Requirements Traceability Matrix
- RICEF Inventory

**Tools / Methods**
- Conduct follow-up meetings / validation sessions as necessary
- Resolve open issues / outstanding decisions

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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

Governance Risk & Compliance
- Audit Users
- Department Users
- Vendor Users
- Deferred Exempt Departments

Identity & Access Management
- Access Control
- Monitoring

Portal (Single Sign-on)
- Authentication
- Access Control
- Monitoring

Application Security
- Budgeting
- Finance & Purchasing
- Business Intelligence

Oracle Enabling Technology

Content Management
- Reports, PDFs
- Spreadsheets
- Output Files

External Interfaces

GRC Technology

GRC Infrastructure

Infrastructure

Operations & Maintenance

ERP Modules
- Enabling Software Technology

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FI$Cal Procurement Solution

Legend
- Pre-Wave
- Wave 1
- Wave 2

VMF Vendors → Vendors/Bidders

eProcurement (Requisitions) → Strat. Sourcing (RFX Solicitation) → Contract Management

Purchasing (Purchase Order) → Receipts, Encumbrances, PO Qty/Amt

Asset Mgmt, Project Costing, Accounts Payable → General Ledger / Commitment Control

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FI$Cal Budgeting Solution

Legend

- Pre-Wave
- Wave 1
- Wave 2

Other Sources (Spreadsheet Templates) → Statistical Data

SCO Payroll → HR Data

Smart View for Office → View/Update Data

Hyperion Public Sector Planning & Budgeting → Final Budget Data

Budget Books

- PDF
- HTML

General Ledger / Commitment Control
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

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

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

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<td>Contract Version</td>
<td>The revision level of a transactional contract. Version control is also used for contract document.</td>
</tr>
<tr>
<td>Library</td>
<td>Repository of documents and the building block components – sections, clauses, and document configurators</td>
</tr>
<tr>
<td>Clauses</td>
<td>Basic building block of a document; contains wordings that are stored, modified and reused in a document</td>
</tr>
<tr>
<td>Sections</td>
<td>Used to group clauses or other sub sections</td>
</tr>
<tr>
<td>Document Configurator</td>
<td>Template used for building documents; Made up of clauses, sections and rules</td>
</tr>
</tbody>
</table>
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

<table>
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<th>Requirement Description</th>
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<td>PD</td>
<td>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).</td>
</tr>
<tr>
<td>PD</td>
<td>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).</td>
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<td>PD</td>
<td>The System shall track/associate activity for purchase documents that contain multi-provider awards (e.g., hierarchical sequence for use of vendors).</td>
</tr>
<tr>
<td>PD</td>
<td>The System shall allow documents and transactions to be rolled over across fiscal periods.</td>
</tr>
<tr>
<td>PD</td>
<td>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).</td>
</tr>
<tr>
<td>PD</td>
<td>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).</td>
</tr>
</tbody>
</table>
## Scenario 1: Create Contract from Solicitation Award

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<tr>
<td>PD 166.00</td>
<td>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).</td>
</tr>
<tr>
<td>PD 168.00</td>
<td>The System shall accommodate various solicitation award/evaluation/tabulation methodologies (e.g., low price, high point, line item).</td>
</tr>
<tr>
<td>PD 169.00</td>
<td>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).</td>
</tr>
<tr>
<td>PD 170.00</td>
<td>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).</td>
</tr>
<tr>
<td>PD 171.00</td>
<td>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).</td>
</tr>
</tbody>
</table>
## Scenario 1: Create Contract from Solicitation Award

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<th>ID</th>
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<tbody>
<tr>
<td>PD 172.00</td>
<td>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.</td>
</tr>
<tr>
<td>PD 178.00</td>
<td>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).</td>
</tr>
<tr>
<td>PD 179.00</td>
<td>The System shall allow and track the processing (e.g., create, edit) of &quot;after-the-fact&quot; purchase documents (e.g., emergency transactions).</td>
</tr>
<tr>
<td>PD 241.00</td>
<td>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).</td>
</tr>
</tbody>
</table>
Scenario 1: Create Contract from Solicitation Award

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

Key Points:
- Award is posted to Contract ID 0000000000000000000051
- System populates the contract ID; this is a link that will open the contract page
Scenario 1: Create Contract from Solicitation Award

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

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

Key Points:
- Activity Log – tracks who and when contract was entered, last modified, and approved
- Contract Activities – online log
Scenario 1: Create Contract from Solicitation Award

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Document Type</th>
<th>DOC ID</th>
<th>Status</th>
<th>Document Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3980</td>
<td>Strategic Sourcing Event</td>
<td>0000000086</td>
<td>Awarded</td>
<td>04/29/2014</td>
<td></td>
</tr>
</tbody>
</table>

**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

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
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
Scenario 1: Create Contract from Solicitation Award

Key Points:
- Setting up Contract Release Schedule
Scenario 1: Create Contract from Solicitation Award

Key Points:
- Contract Release Schedule

Scenario 1: Create Contract from Solicitation Award

Key Points:
- Referencing a Contract ID on the PO
Scenario 1: Create Contract from Solicitation Award

Key Points:
- Contract auto populates PO line – Description, UOM, Category, Price.
Scenario 1: Create Contract from Solicitation Award

Key Points:

- Contract Remaining Amount is reduced by contract release on PO
Scenario 1: Create Contract from Solicitation Award

Key Points:
- Error when user tries to create an order outside of the term dates
Scenario 1: Create Contract from Solicitation Award

Key Points:
- List PO releases against a contract
Scenario 1: Create Contract from Solicitation Award

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

<table>
<thead>
<tr>
<th>ID</th>
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<tbody>
<tr>
<td>PD</td>
<td><strong>3.00</strong> 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).</td>
</tr>
<tr>
<td>PD</td>
<td><strong>4.00</strong> 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).</td>
</tr>
<tr>
<td>PD</td>
<td><strong>147.00</strong> 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).</td>
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<tr>
<td>PD</td>
<td><strong>148.00</strong> 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).</td>
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<td>PD</td>
<td><strong>150.00</strong> The System shall track/associate activity for purchase documents that contain multi-provider awards (e.g., hierarchical sequence for use of vendors).</td>
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<td><strong>166.00</strong> 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).</td>
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<td>PD 167.00</td>
<td>The System shall process an agreement without the creation of the predecessor document (e.g., create a solicitation without creation of a requisition).</td>
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<td>PD 170.00</td>
<td>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).</td>
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<td>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.</td>
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<td>PD 177.00</td>
<td>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).</td>
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<td><strong>PD</strong> 241.00</td>
<td>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).</td>
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<tr>
<td><strong>PD</strong> 242.00</td>
<td>The System shall include the ability to create/revise user instructions for an LPA.</td>
</tr>
</tbody>
</table>
Scenario 2: Create Contract by Direct Entry

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

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

Key Points:

- Contract Item Line Agreement Assignments defines the line Agreements for the Contract line.
Scenario 2: Create Contract by Direct Entry

Key Points:
- Header Comments to capture the header comments for the contract
Scenario 2: Create Contract by Direct Entry

Key Points:
- Contract Activities pages is used to capture the contract related activities
Scenario 2: Create Contract by Direct Entry

Key Points:
- Header Comments to capture the header comments for the contract
Scenario 2: Create Contract by Direct Entry

Activity Log

- Entered
  - By User: [User]
  - Date: 04/29/2014

- Modified
  - By User: [User]
  - Date/Time:

- Approved
  - By User: [User]
  - Date:

Key Points:
- Activity log shows the details about who entered, modified, and approved the contract.
Scenario 2: Create Contract by Direct Entry

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

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<tr>
<td>PD</td>
<td>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).</td>
</tr>
<tr>
<td>PD</td>
<td>The System shall track/associate activity for purchase documents that contain multi-provider awards (e.g., hierarchical sequence for use of vendors).</td>
</tr>
<tr>
<td>PD</td>
<td>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).</td>
</tr>
</tbody>
</table>
Scenario 3: Adding a Contract Document to the System Contract

Key Points:

- Add a document will allow user to add Contract document to Contract
Scenario 3: Adding a Contract Document to the System Contract

Key Points:

- Select a Configurator ID
Scenario 3: Adding a Contract Document to the System Contract

Key Points:

Configurator Selection Wizard
-SolID: SHARE
-Wizard ID: PURCHASING_SELECTOR_WIZARD
-Description: Selector Wizard for Purchasing Contracts
-Question Group: PURCHASING_SELECTOR
-Questions:
  - Select the type of purchasing contract: Services

Configurator ID found: SERVICES_STD, press Finish to complete selection.
Scenario 3: Adding a Contract Document to the System Contract

Key Points:
Click Create Document button to start creating the document for the contract.
Scenario 3: Adding a Contract Document to the System Contract

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

Key Points:
Click Finish to create a document
Scenario 3: Adding a Contract Document to the System Contract

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

AGREEMENT FOR PROCUREMENT OF SERVICES
BETWEEN
THE REGENTS OF THE UNIVERSITY OF PLEASANTON
AND
Mel’s Diner
(CONTRACT NUMBER: 0000000000000000000005)

This AGREEMENT FOR PROCUREMENT OF SERVICES is made between THE REGENTS OF THE UNIVERSITY OF PLEASANTON (University) 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

<table>
<thead>
<tr>
<th>Document Management</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sell ID:</strong></td>
</tr>
<tr>
<td><strong>Vendor:</strong></td>
</tr>
<tr>
<td><strong>Document Type:</strong></td>
</tr>
<tr>
<td><strong>Description:</strong></td>
</tr>
<tr>
<td><strong>Administrator:</strong></td>
</tr>
<tr>
<td><strong>Sponsor:</strong></td>
</tr>
<tr>
<td><strong>Department:</strong></td>
</tr>
<tr>
<td><strong>Version:</strong></td>
</tr>
<tr>
<td><strong>Status:</strong></td>
</tr>
<tr>
<td><strong>Created On:</strong></td>
</tr>
<tr>
<td><strong>Last Modified On:</strong></td>
</tr>
<tr>
<td><strong>Checked Out On:</strong></td>
</tr>
<tr>
<td><strong>Checked Out By:</strong></td>
</tr>
</tbody>
</table>

**Key Points:**

Click Check In
Scenario 3: Adding a Contract Document to the System Contract

Key Points:

- Click Check In Document and select the Version and enter comments.
- Click OK to upload the updated document.
Scenario 3: Adding a Contract Document to the System Contract

Key Points:
Preview Document approval
Scenario 3: Adding a Contract Document to the System Contract

Key Points:
Click Approve button to Approve the Document
Scenario 3: Adding a Contract Document to the System Contract

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

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Information</td>
<td>Information maintained by state agencies that is not exempt from disclosure under the provisions of state or federal laws.</td>
</tr>
<tr>
<td>Confidential Information</td>
<td>Information maintained by state agencies that is exempt from disclosure under the provisions of state or federal laws.</td>
</tr>
<tr>
<td>Sensitive Information</td>
<td>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.</td>
</tr>
<tr>
<td>Personally Identifiable Information</td>
<td>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.</td>
</tr>
</tbody>
</table>
## 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

**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).

Procurement classified as **Public** with the exception of the fields highlighted to be **Sensitive**
Data Protection - Processes & Fields

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ePro2 Administer Vendor Contracts</td>
<td>Line Description</td>
</tr>
<tr>
<td>ePro2 Administer Vendor Contracts</td>
<td>Administrator/Buyer</td>
</tr>
<tr>
<td>ePro2 Administer Vendor Contracts</td>
<td>Shipping Location</td>
</tr>
<tr>
<td>ePro2 Administer Vendor Contracts</td>
<td>Location ID</td>
</tr>
<tr>
<td>ePro2 Administer Vendor Contracts</td>
<td>Attachments</td>
</tr>
</tbody>
</table>

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

**Standard Data Protection Level For:**
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   - Add, Delete, Update and Read.
5. FI$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI$Cal currently).
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**: A direction indicator.

- **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

Organization Codes
- Level 1
- All Other

Business Unit
Reporting Structure

Fund

Program
Element
Component
Task
Project

Fund

Program

Service Location

Agency Use

Alternate Account

Agency Source

Agency Object

Account

Appropriation Reference

Enactment Year

Appropriation Reference

Year of Enactment

Object Code
Receipt Code
GL Code

Agency Use

Enactment Year