Conference Room Pilot (CRP) – Solicitations
for Wave 1 and Wave 2 Departments

April 24, 2014
Agenda

- FI$Cal Project Overview
- Wave 2 CRP Objectives and Approach
- FI$Cal Solution Overview
- <Functional Topic Area >
  - Key Terms
  - Business Process Overview
  - 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>
<td></td>
<td>Q1</td>
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<td>Q3</td>
<td>Q4</td>
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<td>Q2</td>
<td>Q3</td>
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<td>Q2</td>
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<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
</tr>
</tbody>
</table>

### Pre-Wave
- ~12 Months

### Wave 1
- 20 Months

### Wave 2
- 15 Months

### Wave 3
- 24 Months

### Wave 4
- 24 Months

O&M

- O&M
- O&M
- O&M
- O&M

May 2, 2014

**FI$Cal: Transparency. Accuracy. Integrity.**
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**
- 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 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**
- Validate and document final business process designs
- Confirm how requirements are met

**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
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 Procurement Solution

Legend
- Pre-Wave
- Wave 1
- Wave 2

VMF Vendors
VMF Bidders
VMF SB/DVBE
Item Master

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

Pre-Wave
Wave 1
Wave 2
FI$Cal Budgeting Solution

Legend
- Pre-Wave
- Wave 1
- Wave 2

Other Sources (Spreadsheet Templates)

SCO Payroll

Statistical Data

HR Data

Smart View for Office

View/Update Data

Hyperion Public Sector Planning & Budgeting

Actuals and Budget Data

Final Budget Data

Budget Books

PDF

HTML

General Ledger / Commitment Control

May 2, 2014

Manage Sourcing process starts when department identifies need to purchase goods and/or services or create a new contract

Buyer creates solicitation or addenda to an existing solicitation

Bidder / vendor submits bid response

Buyer analyzes bid responses

Where applicable, create Notice of Intent to Award
  - If there is no protest, award purchase order or contract
  - If there is a protest, follow protest resolution process

Solicitation is awarded to a contract or a PO
## Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>Terminology in FI$Cal for a solicitation</td>
</tr>
<tr>
<td>Buy Event</td>
<td>A solicitation where event creator wants to buy goods or services. There are three types of buy events in PeopleSoft: Auction, RFx, Sealed RFx</td>
</tr>
<tr>
<td>Auction</td>
<td>Also known as reverse auction. All bids are visible to all bidders. Bidders can enter multiple bids, to beat the current highest-scoring bid</td>
</tr>
<tr>
<td>RFx</td>
<td>Solicitation type that applies to Request For Quote or Proposal or Invitation for Bid. Bidders submit a bid response by the specified end date, and bidders do not see other bids</td>
</tr>
<tr>
<td>Sealed Bid</td>
<td>Similar to RFx but event creators are restricted from viewing bids until the event has ended</td>
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## Key Terms

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<tr>
<td>Event Creator</td>
<td>The originator of the event</td>
</tr>
<tr>
<td>Start Date</td>
<td>The date and time that an event is open for bidding</td>
</tr>
<tr>
<td>End Date</td>
<td>The date and time that bids are no longer accepted</td>
</tr>
<tr>
<td>Preview Date</td>
<td>The date that prospective bidders may view the event and enter bid data, but not post/submit the bid</td>
</tr>
<tr>
<td>Bid</td>
<td>Submission of an offer on an event</td>
</tr>
<tr>
<td>Bid Factor</td>
<td>Evaluation factors for weighting responses to an event; may or may not be cost related</td>
</tr>
<tr>
<td>Bidder</td>
<td>Anyone registered in FI$Cal and eligible to place a bid on an event</td>
</tr>
<tr>
<td>Vendor</td>
<td>Suppliers/payees actively doing business with the state (issued POs/Contracts, payments)</td>
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Key Terms

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<td>Sell Event</td>
<td>Event creator offers a good or service for sale. Sell events may be an auction (all bids visible to all bidders or RFx)</td>
</tr>
<tr>
<td>Weighting</td>
<td>Both bid factors and line items are weighted to reflect their level of importance. Weighting is used to analyze and score bids</td>
</tr>
</tbody>
</table>
Scenario 1: Create Sourcing Event – IFB

- Transaction originates from a requisition
- Workflow Approval
- Bidder List Specified
- Bid Evaluation Factor – Cost
- Addendum/Versions
Scenario 1: Create Sourcing Event – IFB

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<td>PD</td>
<td>The System shall allow the appropriate type of solicitation (e.g., Request For Proposals, Request For Quotations, Request for Qualifications, Invitation For Bids) to be selected based on state business rules (e.g., class of the transaction, dollar amount).</td>
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<td>The System shall process solicitations (e.g., have mandatory fields, competitive bidding not required, appropriate workflow approvals) based on state business rules (e.g., solicitation type, class of the transaction).</td>
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<td>PD</td>
<td>The System shall automatically generate a solicitation number, which is tracked to the requisition number and other related procurement information.</td>
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<td>The System shall allow authorized users to define a solicitation number.</td>
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<td>PD</td>
<td>The System shall format solicitations to provide fields for bidder responses to various items (e.g., claiming a specific preference/incentive, identification of recycle categories/content), based on state need.</td>
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<tr>
<td>PD</td>
<td>The System shall allow a mechanism for users to determine whether all applicable elements (e.g., TACPA/EZA/LAMBRA preference, recycle content certification, DVBE program requirement) have been included in the solicitation.</td>
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<td>PD 84.00</td>
<td>The System shall accommodate a multi-step solicitation process (e.g., bidders’ conference, confidential discussions, bidder submission of Conceptual, Detailed Technical, Draft, Final Proposal).</td>
</tr>
<tr>
<td>PD 87.00</td>
<td>The System shall allow a solicitation notification to be sent to every vendor with a profile that matches the UNSPSC(s) and/or to create a solicitation/mailing list (i.e., a list of who will receive or has received the solicitation) with the ability to modify the list (e.g., add/deactivate a vendor).</td>
</tr>
<tr>
<td>PD 92.00</td>
<td>The System shall post solicitations/addenda to the CSCR, based on state business rules (e.g., exemption of specific types of contracts, rules based on acquisition approach, dollar value, transaction type), with the capability to designate whether the solicitation/addendum is accessible to all or restricted to applicable vendors on the solicitation list or bid list (e.g., vendors on the list not previously solicited, vendors not in the vendor file, only participating bidders).</td>
</tr>
<tr>
<td>PD 96.00</td>
<td>The System shall allow a vendor to submit more than one bid for a solicitation (i.e., bids that have differing prices and/or items proposed).</td>
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<td>Subsequent to the receipt of bids, the System shall allow bids to be opened, based on state business rules (e.g., whether it is considered a public opening, what/when items can be opened/viewed and by whom).</td>
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<td>PD 100.00</td>
<td>When the bids/costs are publicly opened, the System shall list user-defined bid information (e.g., name of bidder, total bid amount), based on specified criteria (e.g., sorted by vendor name, sorted by low price, accessible for view by the public with a record of who accessed the information).</td>
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<td>PD 101.00</td>
<td>The System shall allow the user to review/evaluate the entire solicitation response (bid) and designate a bid as nonresponsive.</td>
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<td>PD 111.00</td>
<td>The System shall allow a user to process (e.g., create, edit, send, track) notices to vendors/bidders for various purposes (e.g., notice of intent to award, notice of rejection, notice of protest).</td>
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Scenario 1: Create Sourcing Event – IFB

Key Points:

- Event creation using copy from requisition function

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

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

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

- Line Items

**Step 3: Select Bidders to Invite**
Send out targeted invitations to this event, designate it as a public event, or both.

- Bidder Invitations

**Step 4: Invite Collaborators**
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.
Scenario 1: Create Sourcing Event – IFB

Key Points:

- Select requisition/requisition line(s) to copy
Scenario 1: Create Sourcing Event – IFB

Key Points:

- Solicitation line with line items copied from requisition
Scenario 1: Create Sourcing Event – IFB

Key Points:
- Bid Invitations
Scenario 1: Create Sourcing Event – IFB

Key Points:
- Separate search for bidder
Scenario 1: Create Sourcing Event – IFB

Key Points:

- Bidder search retrieves three bidders that meet the criteria
Scenario 1: Create Sourcing Event – IFB

Key Points:

- Search for bidders using a bidder group
Scenario 1: Create Sourcing Event – IFB

Key Points:

- Full bid list including vendors, bidders, bidder group and an added ad hoc bidder
Scenario 1: Create Sourcing Event – IFB

Key Points:

- Event Main Page; Event has been approved and an event id has been issued
- Posting will send email invitations to the bid list and post the solicitation to the portal
Scenario 1: Create Sourcing Event – IFB

Key Gaps

- Identification ongoing
Scenario 2: Create Sourcing Event – RFP

- Create RFP by Direct Entry
- Workflow Approval
- Bid Evaluation Factor – Cost and Non cost
- Collaboration
- Multi step
## Scenario 2: Create Sourcing Event – RFP

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May 2, 2014
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<td>PD</td>
<td>111.00 The System shall allow a vendor to submit more than one bid for a solicitation (i.e., bids that have differing prices and/or items proposed).</td>
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May 2, 2014
Scenario 2: Create Sourcing Event – RFP

Key Points:

- Direct Entry creation of an RFP solicitation
Scenario 2: Create Sourcing Event – RFP

Key Points:
- Enter bid factors, select a pre defined bid factor group
Scenario 2: Create Sourcing Event – RFP

Key Points:

• Select pre defined bid factor = Consultant
Scenario 2: Create Sourcing Event – RFP

Key Points:

- Consultant bid factor group brings in 4 individual bid factors
Key Points:

- Consultant bid factor group brings in 4 individual bid factors
Scenario 2: Create Sourcing Event – RFP

Key Points:

- Enter Line item information
Scenario 2: Create Sourcing Event – RFP

Key Points:
- Invite bidders
Scenario 2: Create Sourcing Event – RFP

Key Points:
- Invite collaborators

Create an Event

Event Collaboration Details

Collaboration Due Date: 04/21/2014
Time: 1:29AM

Save As Group

Invited Collaborators

<table>
<thead>
<tr>
<th>Collaborator Oprd</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDecker</td>
<td>Deckar, Eric</td>
</tr>
<tr>
<td>PPlanning</td>
<td></td>
</tr>
</tbody>
</table>

Find Collaborators

OK Cancel Refresh

Step 4: Invite Collaborators

Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

Event Collaborators

Step 5: Post Event

When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Save Event Route Save As Template Preview PDF

Related Links:

Document Status Inquiry Plan Task Associations

View All Attachments for Event

Last Updated By: Jon Tugade 04/21/2014 01:00 AM PDT

Refresh Add Update/Display
Scenario 2: Create Sourcing Event – RFP

Key Points:

• Collaborator opens his worklist and finds an entry
• Collaborator clicks on the worklist link and accesses the event workbench
• Collaborator checks out the event
Scenario 2: Create Sourcing Event – RFP

Key Points:

- After making changes to the event, Collaborator routes the document to the next step.
- Routing checks the event back in for the next collaborator.
Scenario 2: Create Sourcing Event – RFP

Key Points:

- The final stop of the collaboration is back to the Buyer
Scenario 2: Create Sourcing Event – RFP

Key Points:

- Buyer had the option to accept or reject collaboration changes.
Scenario 2: Create Sourcing Event – RFP Key Gaps

- Identification ongoing
Scenario 3: Enter Bid Response

- Bidder Self Service Response Online
- Bidder Self-Service Response Using Excel
- Paper Response Entered by Buyer on Behalf of Bidder
- Two Envelope Process
## Scenario 3: Enter Bid Response

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<tr>
<td>PD</td>
<td>The System shall allow for text notes at both the header and line level of documents (e.g., requisitions, solicitations, purchase documents).</td>
</tr>
<tr>
<td>PD</td>
<td>The System shall automatically transfer information from one document to another (e.g., from the requisition to the solicitation and purchase document, from the solicitation to the purchase document), based on state business rules.</td>
</tr>
<tr>
<td>PD</td>
<td>The System shall format solicitations to provide fields for bidder responses to various items (e.g., claiming a specific preference/incentive, identification of recycle categories/content), based on state need.</td>
</tr>
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<td>PD</td>
<td>The System shall accommodate various solicitation award/evaluation/tabulation methodologies (e.g., low price, high point, line item).</td>
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</table>
Scenario 3: Enter Bid Response

Key Points:
- Bidder submitted a paper bid response
- Buyer will enter bid response on behalf of bidder
Key Points:

- Buyer enters bid on behalf of a bidder
Scenario 3: Enter Bid Response

Key Points:

- Bid response header page
Scenario 3: Enter Bid Response

Key Points:
- Bid response line information to enter quantity and bid price
Scenario 3: Enter Bid Response

Key Points:
- Confirmation of bid submission
Scenario 3: Enter Bid Response

Key Points:

- Confirmation of bid submission
Scenario 3: Enter Bid Response Key Gaps

- Identification ongoing
Scenario 4: Bid Evaluation and Award

- Bid Tabulation / Preferences
- Award to PO
- Award to Contract
- Notifications – Notice of Intent to Award, Winning Bid, Losing Bid, etc.
- Collaboration
## Scenario 4: Bid Evaluation and Award

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<td>100.00 When the bids/costs are publicly opened, the System shall list user-defined bid information (e.g., name of bidder, total bid amount), based on specified criteria (e.g., sorted by vendor name, sorted by low price, accessible for view by the public with a record of who accessed the information).</td>
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<td>101.00 The System shall allow the user to review/evaluate the entire solicitation response (bid) and designate a bid as nonresponsive.</td>
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<tr>
<td>PD</td>
<td>110.00 The System shall automatically incorporate data from the Bid Quote Worksheet into the purchase document, based on state need (e.g., have all/selected line items included).</td>
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<td>PD</td>
<td>116.00 The System shall automatically generate a purchase document number and have the number tracked to the requisition/solicitation number and other related procurement information.</td>
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### Scenario 4: Bid Evaluation and Award

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Scenario 4: Bid Evaluation and Award

Key Points:

- Bid Analysis – Header Level
### Key Points:

- Bid Analysis – Export to Excel
Scenario 4: Bid Evaluation and Award

Key Points:

- Bid Analysis – Export to Excel
Scenario 4: Bid Evaluation and Award

Key Points:
- Award to PO
Scenario 4: Bid Evaluation and Award

Key Gaps

- Identification ongoing
Scenario 5: Create Solicitation - RFI

- RFI is public; no bidders specifically invited
- Request for technical information
### Scenario 5: Create Solicitation - RFI

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</tr>
<tr>
<td>PD</td>
<td>The System shall process solicitations (e.g., have mandatory fields, competitive bidding not required, appropriate workflow approvals) based on state business rules (e.g., solicitation type, class of the transaction).</td>
</tr>
<tr>
<td>PD</td>
<td>The System shall automatically generate a solicitation number, which is tracked to the requisition number and other related procurement information.</td>
</tr>
<tr>
<td>PD</td>
<td>The System shall allow authorized users to define a solicitation number.</td>
</tr>
<tr>
<td>PD</td>
<td>The System shall format solicitations to provide fields for bidder responses to various items (e.g., claiming a specific preference/incentive, identification of recycle categories/content), based on state need.</td>
</tr>
<tr>
<td>PD</td>
<td>The System shall allow a mechanism for users to determine whether all applicable elements (e.g., TACPA/EZA/LAMBRA preference, recycle content certification, DVBE program requirement) have been included in the solicitation.</td>
</tr>
</tbody>
</table>
### Scenario 5: Create Solicitation - RFI

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD</td>
<td>87.00 The System shall allow a solicitation notification to be sent to every vendor with a profile that matches the UNSPSC(s) and/or to create a solicitation/mailing list (i.e., a list of who will receive or has received the solicitation) with the ability to modify the list (e.g., add/deactivate a vendor).</td>
</tr>
<tr>
<td>PD</td>
<td>92.00 The System shall post solicitations/addenda to the CSCR, based on state business rules (e.g., exemption of specific types of contracts, rules based on acquisition approach, dollar value, transaction type), with the capability to designate whether the solicitation/addendum is accessible to all or restricted to applicable vendors on the solicitation list or bid list (e.g., vendors on the list not previously solicited, vendors not in the vendor file, only participating bidders).</td>
</tr>
<tr>
<td>PD</td>
<td>111.00 The System shall allow a user to process (e.g., create, edit, send, track) notices to vendors/bidders for various purposes (e.g., notice of intent to award, notice of rejection, notice of protest).</td>
</tr>
<tr>
<td>PD</td>
<td>235.00 The System shall allow for the CSCR to automatically send solicitation notifications to a vendor (e.g., matches their profile).</td>
</tr>
</tbody>
</table>
Scenario 4: Bid Evaluation and Award

**Key Points:**
- Event Creation
- Event Format - RFI
Scenario 4: Bid Evaluation and Award

Key Points:
- RFI Event does not specify line item information

Create an Event

Event Summary

Business Unit: 3080  Event ID: NEXT  Round: 1  Version: 1  Event Format: RFI

Event Type: RFx  Event Status: Open

*Event Name: Description:

Time Zone: PDT  Preview Date: 04/23/2014  Time: 11:42PM
Start Date: 04/23/2014  End Date: 04/23/2014
Copy From:

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

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.
- Event Settings and Options
- Event Comments and Attachments

Step 2: Configure Event Bid Factors
Create line listings for this event.
- Event Bid Factors

Step 3: Select Bidders to Invite
Send out targeted invitations to this event; designate it as a public event, or both.
- Bidder Invitations

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.
- Event Collaborators

Step 5: Post Event
Scenario 5: Create Solicitation - RFI

Key Points:
- Enter Bid Factors
Scenario 5: Create Solicitation - RFI

Key Points:
- Invite Bidders
Scenario 5: Create Solicitation - RFI

Key Points:

- Event Header Comments and Attachments

Scenario 5: Create Solicitation - RFI

Scenario 5: Create Solicitation – RFI Key Gaps

- Identification Ongoing
Technology Considerations

- Interfaces
  - TBD
- Conversions
  - Open Advertised Solicitations
- Data Protection
  - Confidential Solicitations
  - Confidential Bid Responses
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 <strong>by state agencies</strong> 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>
### Process Name | Field Description
--- | ---
Create and Approve Requisitions | Requisition ID
Create and Approve Requisitions | Shipping Location
Create and Approve Requisitions | Location ID
Create and Approve Requisitions | Requestor
Manage Purchase Orders | Buyer ID
Manage Purchase Orders | PO Reference
Manage Purchase Orders | PO Date
Manage Purchase Orders | PO Line Number
Manage Purchase Orders | Category Code / UNSPSC
Manage Purchase Orders | Line Description
Manage Purchase Orders | Unit Price
Manage Purchase Orders | Line Quantity
Manage Purchase Orders | Unit of Measure
Manage Purchase Orders | Vendor ID
Manage Purchase Orders | Tax Exempt ID
Manage Purchase Orders | Agency Billing Code
Manage Purchase Orders | Acquisition Type for Purchase
Manage Purchase Orders | Acquisition Sub-Type
Manage Purchase Orders | Acquisition Method
Manage Purchase Orders | Acquisition Sub-Method
Create and Approve Requisitions | Requisition Date
Create and Approve Requisitions | Requisition Line Number
Process Procurement Card | Merchant ID
Manage Purchase Orders | Attachments

### 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>ePro3 - Create and Approve Requisitions</td>
<td>Procurement Card Number</td>
</tr>
<tr>
<td>ePro3 - Create and Approve Requisitions</td>
<td>Shipping Location</td>
</tr>
<tr>
<td>ePro3 - Create and Approve Requisitions</td>
<td>Location ID</td>
</tr>
<tr>
<td>ePro3 - Create and Approve Requisitions</td>
<td>Procurement Card Number</td>
</tr>
<tr>
<td>ePro3 - Create and Approve Requisitions</td>
<td>Requestor</td>
</tr>
<tr>
<td>PO2 - Manage Purchase Orders</td>
<td>Buyer ID</td>
</tr>
<tr>
<td>PO2 - Manage Purchase Orders</td>
<td>Buyer ID</td>
</tr>
<tr>
<td>PO2 - Manage Purchase Orders</td>
<td>Line Description</td>
</tr>
<tr>
<td>PO4 - Process Procurement Card</td>
<td>Merchant ID</td>
</tr>
<tr>
<td>PO2 - Manage Purchase Orders</td>
<td>Attachments</td>
</tr>
</tbody>
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- **Public**
- **Confidential**
- **PII**
- **Sensitive**

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

- Procurement Contracts, SCPRS, CSCR 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

UCM
Organization Codes
Level 1
All Other

Index
Fund
Subfund
Program
Element
Component
Task
Project

Business Unit
Reporting Structure
Fund
Program
Project

Service Location
Agency Use

Account
Alternate Account
Appropriation Reference
Enactment Year

Object Code
Receipt Code
GL Code
Agency Source
Agency Object
Appropriation Reference
Year of Enactment

May 2, 2014