Conference Room Pilot (CRP) – Future Wave, Deferred and Exempt Departments

for Future Wave, Deferred, and Exempt 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

May 1, 2014
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

<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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<td>Q4</td>
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<td>Q4</td>
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<td>Q4</td>
<td>Q4</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*
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

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May 1, 2014

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 Budgeting Solution

Legend
- Pre-Wave
- Wave 1
- Wave 2

Other Sources (Spreadsheet Templates)

SCO Payroll

Statistical Data

HR Data

Actuals and Budget Data

View/Update Data

Smart View for Office

Hyperion Public Sector Planning & Budgeting

Budget Books

PDF

HTML

General Ledger / Commitment Control

Future Wave, Deferred and Exempt Department will need the following functionality:

- SCPRS PO and Contracts reporting
  - Online Entry
  - File Upload
- CSCR Functionality
  - Post solicitations
  - Contractor Ads
  - Progress Payments
    - Online Entry
    - File Upload
- Vendor Entry and Maintenance to support SCPRS reporting
Future Wave, Deferred and Exempt Depts

- Public Inquiry and Reporting
  - All of the Previous items
  - LPA Searching capabilities
  - SB/DVBE Information
<table>
<thead>
<tr>
<th>Function</th>
<th>FI$CAL DEPARTMENTS</th>
<th>NON-FI$CAL DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Vendors, Bidders, SB/DVBE</td>
<td>Vendor: Add, Approve, Inquire</td>
<td>Request</td>
</tr>
<tr>
<td></td>
<td>Bidders: Register on Behalf, Inquire</td>
<td>Inquire</td>
</tr>
<tr>
<td></td>
<td>SB/DVBE: Inquire</td>
<td>Inquire</td>
</tr>
<tr>
<td>2. Requisitions</td>
<td>Create, Approve, Budget Check, Inquire</td>
<td>None</td>
</tr>
<tr>
<td>3. Solicitations</td>
<td>Create, Collaborate, Approve, Post, Enter Response on Behalf of Bidder, Analyze, Award, Inquire</td>
<td>Post, Inquire (CSCR)</td>
</tr>
<tr>
<td>4. Contracts</td>
<td>Create, Approved, Dispatch, Post, Inquire</td>
<td>Record, Inquire (SCPRS)</td>
</tr>
<tr>
<td></td>
<td>- Manual Online Entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- File Upload</td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td>FI$CAL DEPARTMENTS</td>
<td>NON-FI$CAL DEPARTMENT</td>
</tr>
<tr>
<td>----------</td>
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<td>-----------------------</td>
</tr>
<tr>
<td>5. Procurement Card</td>
<td>Reconcile, Approve, Dispute, Add Funding</td>
<td>None</td>
</tr>
<tr>
<td>6. Purchase Orders</td>
<td>Create, Approve, Budget Check, Dispatch, Inquire</td>
<td>Record, Inquire (SCPRS) - Manual Online Entry, File Upload</td>
</tr>
<tr>
<td>7. Purchase Orders</td>
<td>Create, Approve, Budget Check, Dispatch, Inquire</td>
<td>Record, Inquire (SCPRS) - Manual Online Entry, File Upload</td>
</tr>
<tr>
<td>8. Receipts</td>
<td>Record, Return to Vendor, Inquire</td>
<td>None</td>
</tr>
<tr>
<td>9. Payments</td>
<td>Create Voucher, Match, Budget Check, Approve, Process Payment</td>
<td>Post Progress Payment</td>
</tr>
</tbody>
</table>
## Future Wave, Deferred and Exempt Departments Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Department</td>
<td>Departments with current Financial Management/ERP systems</td>
</tr>
<tr>
<td>Exempt Department</td>
<td>Departments with special statutory provisions that allow them to use systems other than FI$Cal for their financial management</td>
</tr>
<tr>
<td>Future Wave Department</td>
<td>Departments that are scheduled to go to FI$Cal from Wave 3 and later</td>
</tr>
<tr>
<td>SCPRS</td>
<td>State Contract and Procurement Registration System; centralized database of information on State contracts and purchases</td>
</tr>
<tr>
<td>CSCR</td>
<td>California State Contracts Register; DGS portal for advertising procurement and contracting opportunities</td>
</tr>
</tbody>
</table>
Scenario 1: FI$Cal SCPRS Entry

- Departments not in FI$Cal need to record their purchase orders and contracts in FI$Cal SCPRS
- Online entry and file upload methods will be available
## Scenario 1: FI$Cal SCPRS Entry

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD</td>
<td>1.00  The System shall include a procurement system that meets the needs of the Department of General Services, the State Controller’s Office, and other State departments.</td>
</tr>
<tr>
<td>PD</td>
<td>237.00 The System shall include functionality currently provided by the DGS State Contract and Procurement Registration System (SCPRS) (See Appendix G-09 DGS Detailed Information System Descriptions), based on state need (e.g., provide public access to certain aspects of the System, utilize SCPRS data for various purposes such as tracking/reporting, generate a SCPRS tracking number, utilize the UNSPSC for entries).</td>
</tr>
</tbody>
</table>
Scenario 1a: FI$Cal SCPRS Entry Online

Key Points:

- SCPRS Data Entry Page
Scenario 1a: FI$Cal SCPRS Entry Online

Key Points:
- SCPRS Data Entry Page
Scenario 1b: FI$Cal SCPRS File Upload

Key Points:
- SCPRS Upload
Scenario 1: FI$Cal SCPRS Entry – Key Gaps

- Identification ongoing
Scenario 2: FI$Cal CSCR Functionality

- FI$Cal CSCR functionality includes posting of the following:
  - Solicitations
  - Progress Payments
  - Contractor Ads
## Scenario 2: FI$Cal CSCR Posting

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD</td>
<td><strong>1.00</strong> The System shall include a procurement system that meets the needs of the Department of General Services, the State Controller’s Office, and other State departments.</td>
</tr>
<tr>
<td>PD</td>
<td><strong>48.00</strong> The System shall allow selected planning/research or other documents/notices to be posted/removed to/from the California State Contracts Register (CSCR), based on state business rules.</td>
</tr>
<tr>
<td>PD</td>
<td><strong>126.00</strong> The System shall automatically, based on state business rules (e.g., for World Trade Organization purposes), post notice of award to the California State Contracts Register (CSCR).</td>
</tr>
<tr>
<td>PD</td>
<td><strong>151.00</strong> The System shall automatically, based on state business rules, post notice of payment to contractor on the CSCR.</td>
</tr>
<tr>
<td>PD</td>
<td><strong>170.00</strong> 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</td>
<td><strong>232.00</strong> The System shall include functionality currently provided by the DGS California State Contracts Register (CSCR) (See Appendix G-09 DGS Detailed Information System Descriptions), based on state need (e.g., provide public access to certain aspects of the System).</td>
</tr>
</tbody>
</table>
Scenario 2a: Post Solicitations to CSCR

Key Points:
- Enter Solicitation details

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

Step 2: Configure Line Items
Create line listings for this event.
Scenario 2a: Post Solicitations to CSCR

Key Points:

• Associate Category to Solicitation
Scenario 2a: Post Solicitations to CSCR

Key Points:
- Enter Comments and Attachment for Solicitation
Scenario 2a: Post Solicitations to CSCR

Key Points:
- Invite Bidders for Solicitation
Scenario 2a: Post Solicitations to CSCR

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
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  Post  Save As Template  Preview PDF

Key Points:
- Hit Post button to post solicitation
Scenario 2b: Enter Progress Payments

Key Points:

- Enter Progress Payment Information

![Progress Payment Information Form]

- Business Unit: Office of Environmental Health
- PO Number: 0000000009
- Progress Payment Reference Number: 0000000009
- Payment Amount: 75000.00
- Payment Date: 05/20/2014
- Buyer: Vikas Lad
- Vendor ID: 0000000044
Scenario 2b: Upload Progress Payments

Key Points:

- Upload progress payment file
Scenario 2c: Contractors Ads

Key Points:
- Click View Vendor Ad link to view Ads posted by vendors
- Click Post vendor Ad to post new Ad
Scenario 2c: Contractors Ads

Key Points:

- View Vendor Ad
Scenario 2c: Contractors Ads

Key Points:
- Post Vendor Ad
Scenario 2: CSCR Functionality – Key Gaps

- Identification ongoing
Scenario 3: Vendor Entry and Maintenance to Support SCPRS

- Vendors need to exist in FI$Cal when entering or uploading a PO or contract
- An electronic form is available to request the creation of a new vendor
- The Project will determine when in the process the STD 204 will be obtained
### Scenario 3: Vendor Entry and Maintenance to Support SCPRS

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VM</td>
<td>The System shall capture and maintain vendor information; identify, track, and search for vendors based on single/multiple data elements; and create vendor reports; based on role-based authorizations including:</td>
</tr>
<tr>
<td>VM</td>
<td>Small/Micro/Disabled Veteran Business Enterprise</td>
</tr>
<tr>
<td>VM</td>
<td>The system should allow online Vendor Management File activity/maintenance (e.g., add, update, and purge data) including:</td>
</tr>
<tr>
<td>VM</td>
<td>Through a vendor &quot;self-service&quot; portal, ability for vendors to enroll/register, view, and update/maintain vendor information (including profile establishment for SOS purposes and UNSPSC designation, and self-certification) data elements, security, verification, and approval processes.</td>
</tr>
<tr>
<td>VM</td>
<td>Through a vendor &quot;self-service&quot; portal, ability for vendors to be guided interactively through the registration and update processes, access important information for users (e.g., directions, cautions, disclaimers, and notifications related to privacy laws), and download State forms.</td>
</tr>
<tr>
<td>VM</td>
<td>The System shall allow the vendor to track the status of their registration in the approval/certification process.</td>
</tr>
</tbody>
</table>
## Scenario 3: Vendor Entry and Maintenance to Support SCPRS

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VM</td>
<td>37.00 The System shall suspend, deactivate, or delete/&quot;purge&quot; vendors and retain all historical data (e.g., inactivity, quality of service, disputes).</td>
</tr>
<tr>
<td>VM</td>
<td>41.00 The System shall generate vendor reports, such as the Annual Late Payment Penalties Report (4 different types, per DGS website).</td>
</tr>
<tr>
<td>VM</td>
<td>45.00 The System shall allow users to filter &quot;active&quot; vendor or select vendors (e.g., vendor status, vendor prequalification), in allowing for specific vendor activity/participation (e.g., reusable online auctions).</td>
</tr>
<tr>
<td>VM</td>
<td>46.00 The System should identify supplier as being within predetermined groupings by category (i.e., supplier may be small business for one item/category and not for another).</td>
</tr>
<tr>
<td>VM</td>
<td>47.00 The System shall allow users to view and/or generate user-defined reports of specific vendors or vendor types, based on &quot;active&quot; vendor status.</td>
</tr>
<tr>
<td>VM</td>
<td>48.00 The System should identify, track, and search for vendors by commodities and services offered and/or geographic service area, and generate reports.</td>
</tr>
<tr>
<td>VM</td>
<td>51.00 The System shall generate a vendor report by certification code (e.g., Small Business, DVBE), including:</td>
</tr>
</tbody>
</table>
Scenario 3: Vendor Entry and Maintenance to Support SCPRS

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VM</td>
<td>Vendor Name</td>
</tr>
<tr>
<td>VM</td>
<td>Vendor Number</td>
</tr>
<tr>
<td>VM</td>
<td>Vendor Address</td>
</tr>
<tr>
<td>VM</td>
<td>Vendor Telephone Number</td>
</tr>
<tr>
<td>VM</td>
<td>Vendor Fax Number</td>
</tr>
<tr>
<td>VM</td>
<td>Vendor E-mail Address</td>
</tr>
<tr>
<td>VM</td>
<td>The System should generate a vendor by size report (e.g., small vs. large business) or vendor description report (e.g., number of employees, revenues, number of years in business).</td>
</tr>
</tbody>
</table>
**Scenario 3: Vendor Entry and Maintenance to Support SCPRS**

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VM</td>
<td>52.00 The System should generate a vendor by size report (e.g., small vs. large business) or vendor description report (e.g., number of employees, revenues, number of years in business).</td>
</tr>
<tr>
<td>VM</td>
<td>53.00 The System shall generate contract reporting, by contractor, for Small Business and Disabled Veterans Business Enterprise (DVBE) information, non-profit Veterans Service Agency (NVSA), and non-profit entities.</td>
</tr>
<tr>
<td>VM</td>
<td>54.00 The System should generate a vendor by subcontractor report (e.g., primary vendor name, number, effective date, contract amount, and the subcontractor name and number) including:</td>
</tr>
<tr>
<td>VM</td>
<td>54.01 Disabled Veteran Business Enterprise (DVBE) Contracts</td>
</tr>
<tr>
<td>VM</td>
<td>54.02 Small Business/Micro Business/DVBE Report (including number as well as dollar amounts)</td>
</tr>
</tbody>
</table>

**May 1, 2014**

**FI$Cal: Transparency. Accuracy. Integrity.**
Scenario 3: Vendor Add Request

Key Points:
- Enter the vendor request form to add a new vendor in FI$Cal
Scenario 3: Vendor Entry & Maintenance to Support SCPRS – Key Gaps

- Identification ongoing
Scenario 4: Public Inquiry and Reporting

Capabilities are available to search for the following:

- PO/Contract (including LPA)
- SB/DVBE
- Solicitation
- Progress Payment
Scenario 4: Public Inquiry and Reporting

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<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 126.00</td>
<td>The System shall automatically, based on state business rules (e.g., for World Trade Organization purposes), post notice of award to the California State Contracts Register (CSCR).</td>
</tr>
<tr>
<td>PD 132.00</td>
<td>The System shall allow users to view all applicable documents for a procurement transaction (i.e., transaction file) from one location (e.g., each document can be viewed/accessed from the centralized location, there is a standardized organization of items within the transaction file).</td>
</tr>
<tr>
<td>PD 133.00</td>
<td>The view of transaction files shall allow grouping by various designations (e.g., department, unit within a department, fiscal year) and provide for restricted access.</td>
</tr>
<tr>
<td>PD 207.00</td>
<td>The System shall track various activity/items (e.g., recurring requisitions, non-competitive bid/special category (NCB) contracts, solicitations, orders placed against an LPA, defaults, small business usage) and allow the creation of reports that identify the activity (e.g., for activity related to a specific purchase document or solicitation type, for multiple purchase documents), based on state need (e.g., list detail such as dollar amounts or encumbrances, status, approvals).</td>
</tr>
</tbody>
</table>
## Scenario 4: Public Inquiry and Reporting

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD</td>
<td>214.00 The System shall include fields for various data elements to allow the generation of standard, legislatively mandated, and ad hoc reports that consolidate statewide activity (e.g., utilization of Leveraged Procurement Agreements, number of transactions posted to the CSCR).</td>
</tr>
<tr>
<td>PD</td>
<td>232.00 The System shall include functionality currently provided by the DGS California State Contracts Register (CSCR) (See Appendix G-09 DGS Detailed Information System Descriptions), based on state need (e.g., provide public access to certain aspects of the System).</td>
</tr>
<tr>
<td>PD</td>
<td>237.00 The System shall include functionality currently provided by the DGS State Contract and Procurement Registration System (SCPRS) (See Appendix G-09 DGS Detailed Information System Descriptions), based on state need (e.g., provide public access to certain aspects of the System, utilize SCPRS data for various purposes such as tracking/reporting, generate a SCPRS tracking number, utilize the UNSPSC for entries).</td>
</tr>
<tr>
<td>PD</td>
<td>243.00 The System shall include a central location for DGS to post/remove LPAs and associated information/documents, based on state need (e.g., identify related characteristics such as mandatory use and emergency source, revise identifiers/information).</td>
</tr>
</tbody>
</table>
Scenario 4: Contract Search

Key Points:

- Enter search parameters and click Search button to search for contracts
- Hit Clear button to clear the search parameters
Scenario 4: Contract Search

Key Points:

- Enter search parameters and click Search button to search for contracts
- Hit Clear button to clear the search parameters
Scenario 4: SB/DVBE Search

Key Points:
- Click SB/DVBE Search link to search for SB/DVBE vendor
Scenario 4: SB/DVBE Search

Key Points:

- Enter Search parameters to search for certified firms
- Click Clear button to clear the search parameters
Scenario 4: Solicitation Search

eProcurement

eProcurement is the portal for the California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPRS), the online Small Business and Disabled Veteran Business Enterprise (DVBE) queries and the statewide Leveraged Procurement Agreements (LPAs). These systems have a new look and feel and can only be accessed through the new web-based eProcurement system. For assistance, please contact DGS SA's at epurchase@dgs.ca.gov or (916) 375-2000.

For Small Business certification or any questions regarding Small Business (OSDS) and Disabled Veterans Business Enterprises (DVBE) at osdshelp@dgs.ca.gov or 916-375-4940.

About eProcurement (eP)
Access eProcurement (eP)
Bidding Opportunities

California State Contracts Register (CSCR)

- View CSCR Ads
- Post a bid (PDF)
- View Progress Payments
- Special Announcements/Award Notices
- Alternative Access
- Exempt Ads

Key Points:
- Click View CSCR Ads to search for posted Solicitation
Scenario 4: Solicitation Search

Key Points:

- Click SB/DVBE Search link to search for SB/DVBE vendor
Scenario 4: Progress Payment Search

Key Points:
• Click View Progress Payments link

eProcurement

eProcurement is the portal for the California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPR3), the online Small Business and Disabled Veteran Business Enterprise (DVBE) queries and the statewide Leveraged Procurement Agreements (LPAs). These systems have a new look and feel and can only be accessed through the new web-based eProcurement system. For assistance, please contact DGS SA's at eprocure@dgs.ca.gov or (916) 375-2000.

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About eProcurement (eP)
Access eProcurement (eP)
Bidding Opportunities

California State Contracts Register (CSCR)

- View CSCR Ads
- Post a bid (PDF)
- View Progress Payments
- Special Announcements/Award Notices
- Alternative Access
- Exempt Ads
Scenario 4: Progress Payment Search

Key Points:

- Enter Progress Payment Search criteria and hit search button to search for Progress payment
- Hit Clear button to clear the search parameters
Scenario 4: Progress Payment Search

<table>
<thead>
<tr>
<th>Progress Payment Reference #</th>
<th>Vendor / Supplier Name</th>
<th>Business Unit</th>
<th>Department Name</th>
<th>PO Number</th>
<th>Amount</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000000008</td>
<td>ABC COMPANY</td>
<td>3980</td>
<td>Office of Environmental Health</td>
<td>0000000008</td>
<td>89000.000</td>
<td>05/09/2014</td>
</tr>
<tr>
<td>20000000009</td>
<td>ABC COMPANY</td>
<td>3980</td>
<td>Office of Environmental Health</td>
<td>0000000009</td>
<td>75000.000</td>
<td>05/20/2014</td>
</tr>
</tbody>
</table>

Key Points:
- Click Progress Payment Reference # link to display progress payment details
Scenario 4: Public Inquiry and Reporting

- Identification ongoing
Technology Considerations

- Interfaces
  - SCPRS Upload
  - Progress Payment Upload
- Conversions
  - Active 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><strong>Public Information</strong></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><strong>Confidential Information</strong></td>
<td>Information maintained by state agencies that is exempt from disclosure under the provisions of state or federal laws.</td>
</tr>
<tr>
<td><strong>Sensitive Information</strong></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><strong>Personally Identifiable Information</strong></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

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FI$Cal SCPRS</td>
<td>Buyer ID</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>PO Reference</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>Buyer ID</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>PO Date</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>PO Line Number</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>Category Code / UNSPSC</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>Line Description</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>Unit Price</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>Line Quantity</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>Unit of Measure</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>Vendor ID</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>Tax Exempt ID</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>Agency Billing Code</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>Acquisition Type</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>Acquisition Sub-Type</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>Acquisition Method</td>
</tr>
<tr>
<td>FI$Cal SCPRS</td>
<td>Acquisition Sub-Method</td>
</tr>
</tbody>
</table>

**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

## FI$Cal Standard Protection Framework

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   - Add, Delete, Update and Read.
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## Process Name | Field Description | Data Protection
---|---|---
FI$Cal SCPRS | SSN | Sensitive
FI$Cal SCPRS | Tax Information |  
FI$Cal SCPRS | Line Description |  
FI$Cal SCPRS | Ship To Location |  
FI$Cal SCPRS | Location ID |  

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

- Requisition, PO, Receipts, P-Card CRP
- Solicitation CRP
- Administer Vendor Contracts 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
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.

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


May 1, 2014