Agenda

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

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

Four Partner Agencies are working together to form the partnership to support FI$Cal at the highest level:

- Department of Finance (DOF)
- Department of General Services (DGS)
- State Controller’s Office (SCO)
- State Treasurer’s Office (STO)
FI$Cal Wave Timeline

<table>
<thead>
<tr>
<th>Calendar Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
</tr>
<tr>
<td>Q1</td>
</tr>
</tbody>
</table>

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

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

---

**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

---

**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

---

**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 Solution Overview

Governance Risk & Compliance

Access Control Monitoring

Audit Users

Department Users

Vendor Users

Deferred Exempt Departments

Technology

Identity & Access Management

Portal (Single Sign-on)

Application Security

Budgeting

Finance & Purchasing

Business Intelligence

Content Management

Oracle Enabling Technology

Infrastructure

Operations & Maintenance

Authentication

Access Control

Reports, PDFs

Spreadsheets

Output Files

External Interfaces

ERP Modules

Enabling Software Technology

Audit Users Department Users Vendor Users Deferred Exempt Departments
FI$Cal Procurement Solution

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

Legend:
- Pre-Wave
- Wave 1
- Wave 2

May 15, 2014
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

Budget Books
- PDF
- HTML

General Ledger / Commitment Control

Actuals and Budget Data

Final Budget Data
SB/DVBE Certification

- Bidder/Vendor registration and SB/DVBE certification will be done in FI$Cal.
- Process starts when a business registers as a bidder, then applies for SB/DVBE certification.
- Users and public will be able to search for certified SB/DVBE.
- Reports will be available for the following:
  - Administrative reporting to show certification metrics.
  - SB/DVBE contracting activity.
Opportunities for Improvement

• Reporting of SB/DVBE activities for prime and sub contractors
• Reporting of certification activities- number applied, pending, approved, denied, etc.
• Reduced offline certification processing
• Improved controls for preventing duplicate certifications
• Integrated searching and transaction entry
• Additional reporting data available for public use
• Eliminate marketing to vendors by third parties (BidLinks)
• FEIN/TIN numbering control will reduce duplicate entry
• SB/DVBE application is not configurable by the state – BidSync controls all configuration entry/maintenance
• In process certification applications are not accessible to administrators
### SB/DVBE Certification Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder</td>
<td>Anyone registered in FI$Cal and eligible to place a bid on an event</td>
</tr>
<tr>
<td>Vendor</td>
<td>Suppliers/payees actively doing business with the state (issued POs/Contracts, payments)</td>
</tr>
<tr>
<td>Bidder Registration</td>
<td>Registering in FI$Cal to get online credentials and allow online response to bids; Needed prior to applying for certification</td>
</tr>
<tr>
<td>OSDS Certification</td>
<td>Applying for certification (SB, DVBE, Non Profit, NVSA) in FI$Cal</td>
</tr>
</tbody>
</table>
Scenario 1: Set up Certification
Process/Questions and Information

- Set up Certification Questions
  - Bind Definition
  - Question Group
  - Define Wizard
### Scenario 1: Set up Certification Process/Questions and Information

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 222.00</td>
<td>The System shall allow authorized users to define and revise monetary thresholds related to the use of various procurement processes (e.g., formal/informal solicitations, SB/DVBE Option, public works acquisitions, Leveraged Procurement Agreements (LPAs)).</td>
</tr>
<tr>
<td>PD 238.00</td>
<td>The System shall include functionality currently provided by the DGS Business Information System (i.e., vendor certification) (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 239.00</td>
<td>The System shall allow for a vendor to submit various data and documents to DGS (e.g., business financial tax records, vendor employee counts, answers to DGS questions) in conjunction with certification/subscription registration and joint venture requests, based on state need (e.g., secure transmission of items/data, restricted access).</td>
</tr>
<tr>
<td>PD 240.00</td>
<td>The System shall automatically determine vendor eligibility for any of several different certifications (e.g., using vendor-provided information and DGS business rules for certifying small business (SB), disabled veteran business enterprise (DVBE), nonprofit veteran service agency (NVSA), nonprofit (NP)).</td>
</tr>
</tbody>
</table>
Scenario 1: Set up Certification
SB/DVBE Certification

Key Points:
- Binds are variable definitions that enable to map source transactional values i.e. In this example Small Business (SB) variable will hold the value entered by Supplier.
Scenario 1: Set up Certification
SB/DVBE Certification

Key Points:
- A question group is a logical set of topic-related questions
Scenario 1: Set up Certification
SB/DVBE Certification

Key Points:

- A wizard is a tool that automatically guides to answer questions
Scenario 1: Set up Certification

Process/Questions & Info – Key Gaps

- Identification ongoing
Scenario 2: Apply for SB/DVBE Certification

- Two Part Process
  - Bidder Registration – allows supplier to obtain log in credentials to participate in bidding
  - Apply for SB/DVBE Certification – obtain certification
## Scenario 2: Apply for SB/DVBE Certification

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD</td>
<td>The System shall include functionality currently provided by the DGS Business Information System (i.e., vendor certification) (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>The System shall allow for a vendor to submit various data and documents to DGS (e.g., business financial tax records, vendor employee counts, answers to DGS questions) in conjunction with certification/subscription registration and joint venture requests, based on state need (e.g., secure transmission of items/data, restricted access).</td>
</tr>
<tr>
<td>PD</td>
<td>The System shall automatically determine vendor eligibility for any of several different certifications (e.g., using vendor-provided information and DGS business rules for certifying small business (SB), disabled veteran business enterprise (DVBE), nonprofit veteran service agency (NVSA), nonprofit (NP)).</td>
</tr>
</tbody>
</table>
Scenario 2: Bidder Registration

Bidder Registration

Step 1 of 8: Preliminary information.
These questions will determine the type of bidder you will become.

* Required Field

1. Please select the type of bidder which best describes you.
   - Business
   - Individual

2. What type of bidding activities are you interested in?
   - Buying goods/Services
   - Selling goods/Services
   - Both

Key Points:
- Bidder Registration Step 1 – Type of Bidder and Bidding Activity, Buy or Sell
Scenario 2: Bidder Registration

Key Points:

- Bidder Registration Step 2 – User Information
Scenario 2: Bidder Registration

Key Points:
- Bidder Registration Step 3 – Address Information
Scenario 2: Bidder Registration

Key Points:
- Bidder Registration Step 4 – Additional Address Information

Bidder Registration
Step 4 of 8: Other Account Addresses

* Required Field

The Primary Address you have entered for ABC Corporation is:
100 Universal City Plaza
Universal City, California 91608, United States

If you need to make corrections, click the Back button and edit your fields.

Other Account Addresses

Because you will be bidding on events as a seller of goods/services, you must provide an Invoice address.

Check boxes below to indicate addresses that are different from your Primary Address:

- [ ] Invoice Address your company’s accounts receivable department (for when you sell goods/services).

<< Back Next >> Cancel Registration

* Required Field
Scenario 2: Bidder Registration

Key Points:
- Bidder Registration
Step 5 – Contact Information
Scenario 2: Bidder Registration

Key Points:
- Bidder Registration
  Step 6 – Classification Information
Scenario 2: Bidder Registration

Key Points:

- Bidder Registration Step 7 – Classification Information (Will use UNSPSC Codes)
Scenario 2: Bidder Registration

Key Points:

• Bidder Registration
  Step 8 – Terms and Conditions

Bidder Registration
Step 8 of 8: Terms and Conditions

Make sure you read the terms and conditions fully before continuing.

* Required Field

I agree to be bound by the following Terms and Conditions:

1. The services provided through this Website and the use of the Website are governed by these Terms and Conditions. By accessing or using the services or the website or by registering as either a buyer or a seller, you agree that (1) you have read and familiarized yourself with the Terms and Conditions, (2) you understand the Terms and Conditions, and (3) you are bound by the Terms and Conditions in your use of the services of the Website. The Terms and Conditions, together with any additional terms and conditions specific to a particular event, constitute the entire agreement and supersede and replace any and all prior agreements between the parties regarding such subject matter.

2. Registration and Eligibility. The services and the website are only available to persons with the legal capacity to enter into this agreement. This organization may, at its sole and absolute discretion, refuse to accept a person’s (or entity’s) registration and may at any time after...
Scenario 2: Apply for SB/DVBE Certification

<table>
<thead>
<tr>
<th>Question Groups</th>
<th>CERTIFICATION TYPES</th>
<th>Group Instructions: Select appropriate Certification Type for your Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>![Small Business (SB)]</td>
<td>![DVBE]</td>
<td></td>
</tr>
</tbody>
</table>

*Required Question

**Wizard Execute - Document Creation**

Key Points:
- Certification type questions
Scenario 2: Apply for SB/DVBE Certification

Key Points:

- Business Type information
Scenario 2: Apply for SB/DVBE Certification

Key Points:
- SB Eligibility Questions

SB/DVBE Certification

Question Groups

ELIGIBILITY QUESTIONS

Questions

- *Is the applicant firm independently owned and operated? [Yes]
- *Is the applicant firm dominant in its field of operation? [Yes]
- *Is the applicant firm’s principal office located in California? [Yes]
- *Are the applicant firm’s owners (or officers in the case of a corporation) domiciled in California? [Yes]
- *Together with the applicant’s affiliates (if any), does the applicant firm have 100 or fewer employees? [Yes]
Scenario 2: Apply for SB/DVBE Certification

Key Points:

• Terms and Conditions acceptance
Scenario 2: Apply for SB/DVBE Certification

Key Points:
- Registration data
Scenario 2: Apply for SB/DVBE Certification

Key Points:
- Contact Information

[Form Image]

Wizard Execute - Document Creation

* Required Question
*Navigational Question
Scenario 2: Apply for SB/DVBE Certification – Key Gaps

- Identification ongoing
Scenario 3: Recording SB/DVBE Information in Procurement Transactions

- SB/DVBE information captured in Purchase Orders and Procurement Card Transactions
- SB/DVBE information will be collected in solicitations and contained in contracts
## Scenario 3: Recording SB/DVBE Information in Procurement Transactions

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<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>
<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>
<tr>
<td>PD</td>
<td>The System shall include functionality currently provided by the DGS Business Information System (i.e., vendor certification) (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 3: Recording SB/DVBE Information in Procurement Transactions

Key Points:

• Purchase Order – SB/DVBE Link from Main Page
Scenario 3: Recording SB/DVBE Information in Procurement Transactions

Key Points:

• Prime Contractor is Small Business certified
• Sub Contractor is DVBE certified
Scenario 3: Recording SB/DVBE Information in Procurement Transactions

Key Points:

• Procurement Card – SB/DVBE Link in Main Reconciliation page
### Scenario 3: Recording SB/DVBE Information in Procurement Transactions

**Key Points:**
- Procurement Card – Prime and Sub contractor SB/DVBE recording

#### SB/DVBE Contracting

<table>
<thead>
<tr>
<th>Line</th>
<th>Trans Date: 04/29/2005</th>
<th>Posted Date: 04/29/2005</th>
<th>Merchant: APPLETON PAPERS INC.</th>
<th>Description: BOL 12345678910</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Doing Business As Name</th>
<th>Certification Number</th>
<th>Small Business</th>
<th>Micro Business</th>
<th>Start Date</th>
<th>Expiration Date</th>
<th>DVBE Start Date</th>
<th>DVBE Expiration Date</th>
<th>Percentage</th>
<th>Prime</th>
<th>Sub</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OK</th>
<th>Cancel</th>
<th>Refresh</th>
</tr>
</thead>
</table>

**FI$Cal: Transparency. Accuracy. Integrity.**

May 15, 2014
Scenario 3: Recording SB/DVBE Information – Key Gaps

- Identification ongoing
Scenario 4: SB/DVBE Certification
Inquiries and Reporting

Includes but not limited to:

- Daily Certification Report
  - Number of Certified Firms (SB, DVBE, NVSA, NP)
  - By Business Type
- Management Reports
  - Number Certified
  - Number Pending
  - Number Denied

- SB/DVBE Contracting Activities (STD 810)
  - Reports of contract/order dollars for each Certification Type (SB, DVBE, NP, NVSA), by Acquisition Type (Non-IT Goods, Non-IT Services, IT Goods and Services, Construction, P-Card) for prime and sub contractors
Scenario 4: SB/DVBE Certification

Inquiries and Reporting

- Public Inquiries and Reporting
  - Public inquiry on certification status (prime seeking subs, subs seeking prime, State and External Buyers, FI$Cal users, etc.)
  - Inquiry results downloadable to Excel
## Scenario 4: SB/DVBE Certification

### Inquiries and Reporting

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
</table>
| PD   | **38.00**  
The System shall facilitate a vendor search, using one or more vendor characteristics (e.g., certification type(s), geographic area(s) served, keywords, vendor name, goods and/or services provided).                                                                                                                                                         |
| PD   | **207.00**  
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). |
| PD   | **238.00**  
The System shall include functionality currently provided by the DGS Business Information System (i.e., vendor certification) (See Appendix G-09 DGS Detailed Information System Descriptions), based on state need (e.g., provide public access to certain aspects of the System).                                                                             |
| PD   | **239.00**  
The System shall allow for a vendor to submit various data and documents to DGS (e.g., business financial tax records, vendor employee counts, answers to DGS questions) in conjunction with certification/subscription registration and joint venture requests, based on state need (e.g., secure transmission of items/data, restricted access).                                              |
| PD   | **240.00**  
The System shall automatically determine vendor eligibility for any of several different certifications (e.g., using vendor-provided information and DGS business rules for certifying small business (SB), disabled veteran business enterprise (DVBE), nonprofit veteran service agency (NVSA), nonprofit (NP)). |
Scenario 4: SB/DVBE Certification

Inquiries and Reporting – Key Gaps

- Identification ongoing
Technology Considerations

- Interfaces

- Conversions
  - Registered Supplier
  - Active Certified Suppliers

- 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

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Bidder ID</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Vendor ID</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Certification Type</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>DUNS</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Business Phone Number</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Contact First Name</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Contact Last Name</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Contact Email Address</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Contact Phone</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Contact Fax</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Principal Address</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Ownership Start</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Date Business Started</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Tax Year Beginning Month</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Attachments</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Number of Employees</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Affiliate Relationships</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Small Bus Def Questions</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Ownership Information</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Owner Information</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>UNSPSC Classifications</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Key Words</td>
</tr>
<tr>
<td>Bidder/Vendor Certification</td>
<td>Commercially Useful Functions</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).
# Data Protection - Processes & Fields

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Field Description</th>
<th>Sensitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder and Vendor Certification</td>
<td>FEIN</td>
<td></td>
</tr>
<tr>
<td>Bidder and Vendor Certification</td>
<td>SSN</td>
<td></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 – 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 Fiscal.

- **Manual Task**: Represents an individual step or activity in the process that is made out of Fiscal.

- **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 Fiscal.

- **Flow Arrow**: A graphical element used to indicate the direction of the flow of the process.

- **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