Agenda

- FI$Cal Project Overview
- Business Process Workshop Objectives and Approach
- FI$Cal Solution Overview
- Purchasing Wave 2—what is included, not included, in future waves
- ePro3 – Create and Approve Requisitions: Purchasing Authority
  - Business Process Overview, Key Terms
  - Process Flows, Screenshots
  - End-User Roles
- PO2 – Manage Purchase Order: Direct Fax Dispatch Process
- PO4 – Process P-Card Transactions: Decentralized Administration Process
Agenda

- PO3 – Receive and Inspect Goods and Services: Bar Code Receiving
- PO1 – Maintain Items for Purchase Process
- ePro 1 – Manage Sourcing Process
- ePro 2 – Administer Vendor Contracts Process
- Technology Considerations
- Change Impact Activity
- Business Process Workshop Next Steps
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.

California’s 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)
BPW Objectives

The Business Process Workshops will provide:

- An overview of the business process, including key terms and functionality being implemented
- A list of changes with the “To-Be” business process
- An opportunity to discuss and begin identifying department-specific changes and impacts
- An explanation of Wave 2 end-user roles
- A template to capture department-specific changes and impacts
- An opportunity to begin thinking about updates to internal department processes
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
  - 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
  - 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
  - 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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What Comes Next?

- **Role Mapping Working Session** – Workshop to review the FI$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles for Wave 2.

- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI$Cal business processes and their FI$Cal end-user roles.

- **End-User Training** – Training for department end users that will need to use the System in their assigned FI$Cal end-user roles.
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
What You Should Take Away

- Process overview level understanding of the Wave 2 FI$Cal business processes. For this session, the business processes are:
  - ePro3 – Create and Approve Requisitions: Purchasing Authority Process (incremental)
  - PO2 – Manage Purchase Order: Direct Faxing (incremental)
  - PO3 – Receive and Inspect Goods and Services: Bar Code (incremental)
  - PO4 – Process P-Card Transactions: Decentralized Administration (incremental)
What You Should Take Away

- Process overview level understanding of the Wave 2 FI$Cal business processes. For this session, the business processes are:
  - PO1 – Maintain Items for Purchase
  - ePro 1 – Manage Sourcing
  - ePro 2 – Administer Vendor Contracts
  - SB/DVBE, CSCR, and the Enhanced Procurement Portal

- BPW Change Impact Tool for your department used to identify and manage department-specific impacts

- Understanding of the FI$Cal end-user roles for participation in the Wave 2 Role Mapping Working Session
FI$Cal Solution Overview

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

Technology
- Identity & Access Management
- Portal (Single Sign-on)

Infrastructure
- Application Security
  - Budgeting
- Application Security
  - Finance & Purchasing
- Application Security
  - Business Intelligence

Oracle Enabling Technology

GRC Technology
- Access Control Monitoring

GRC Infrastructure
- Transaction Monitoring

Operations & Maintenance
- External Interfaces
- Reports, PDFs
- Spreadsheets
- Output Files

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FI$Cal Procurement Solution

VMF Vendors
VMF Bidders
VMF SB/DVBE
Item Master

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

Purchasing (Purchase Order)

Receipts
Encumbrances
PO Qty/Amt

P-Card (Cal-Card)

Asset Mgmt
Project Costing
Accounts Payable

General Ledger / Commitment Control

Legend
- Pre-Wave
- Wave 1
- Wave 2
- Wave 3
FI$Cal Budgeting Solution

Legend
- Pre-Wave
- Wave 1
- Wave 2
- Wave 3

Other Sources (Spreadsheet Templates)
- Statistical Data

SCO Payroll
- HR Data

Smart View for Office
- View/Update Data

Hyperion Public Sector Planning & Budgeting
- Actuals and Budget Data

Budget Books
- PDF
- HTML

General Ledger / Commitment Control

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ePro3 - Create and Approve
Requisitions: Purchasing Authority

- Purchasing Authority requests will be entered online, routed and approved at department and DGS levels in FI$Cal.

- A warning message will be presented to the final requisition approver if the requisition exceeds the department’s authority.

- Delegation authority is also enforced in the following areas:
  - Solicitations
  - Contracts
  - Purchase Order

- Exemption codes are available for time period, individual transactions, etc.
# Purchasing Authority Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Procurement Contracting Officer (PCO)</strong></td>
<td>Single point of contact for DGS/Procurement Division (PD) on procurement matters. Responsible for all procurement and contracting within the department. Responsible and directly accountable for the department’s purchasing authority.</td>
</tr>
<tr>
<td><strong>Purchasing Authority Contact (PAC)</strong></td>
<td>Interfaces and communicates with the DGS/PD, the PCO, and subordinate staff. Oversees day-to-day procurement activities conducted under the purchasing authority. They may be IT or non-IT PACs.</td>
</tr>
<tr>
<td><strong>Ad Hoc Approver</strong></td>
<td>Approvers or reviewers that are added to the standard approval process. Inserted Ad Hoc approvers apply only to the current requisition or PO being approved.</td>
</tr>
</tbody>
</table>
Purchasing Authority Requests

- Enter Purchasing Authority Request
  - Enter request
  - Review request
  - Route for approval

- Approve Purchasing Authority Request
  - PAC and PCO Approvals

- DGS PA Approver
  - DGS Approvals

- FI$Cal
  - Populate Agency File
    - Purchasing Authorities stored in Agency File

Key Impacts
- Purchase Authority Requests will be entered, submitted for approval, and routed in FI$Cal
- Users with PAC/PCO roles will be approving requests
- DGS-PAU will receive, review and approve the requests
- Once approved, the dollar authorities will be stored in the agency authority files in FI$Cal
# Purchasing Authority Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Non-IT PAC Approver</strong></td>
<td>The department user that approves Non-IT Purchasing Authority requests</td>
</tr>
<tr>
<td><strong>Department IT PAC Approver</strong></td>
<td>The department user that approves IT Purchasing Authority requests</td>
</tr>
<tr>
<td><strong>Department PCO Approver</strong></td>
<td>The department user that approves Purchasing Authority Requests prior to routing to DGS</td>
</tr>
<tr>
<td><strong>DGS PA Approver</strong></td>
<td>DGS user that receives requests from the departments</td>
</tr>
<tr>
<td><strong>Ad Hoc PA Approver</strong></td>
<td>PA approver that is added on an ad hoc basis to the PA approval workflow</td>
</tr>
</tbody>
</table>
Direct Fax dispatching of purchase orders will be deployed in Wave 2

- Purchase Orders may be faxed directly to the vendor without any manual intervention when the PO Dispatch process is run.
- Buyer will receive email notification for successful or failed fax transmission.
- Vendors need to provide their fax number and be set up with dispatch method of fax.
- Vendor will be responsible for maintaining their dispatch default method.
## Direct Faxing Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax Dispatch</td>
<td>Dispatch method that sends fax message to vendor at PO dispatch</td>
</tr>
</tbody>
</table>
Scenario 1: Dispatch by Fax

- Dispatch PO by Fax
- Receive email notification of fax transmission status
Scenario 1: Dispatch by Fax Illustrations

Key Points:
- PO Dispatch Method- Fax
Scenario 1: Dispatch by Fax Illustrations

Key Points:
- Fax transmitted successfully.

FAX VBAA0000 Success

You forwarded this message on 1/5/2012 9:40 AM.
Sent: Wed 1/4/2012 2:34 PM
To: Lad, Vikas Ravindra
Retention Policy: Voice Mail Deletion (30 days) Expires: Never

To: Purchase Order NHQT000249
Subject: KOMINENI,MADHUSUDHANRAO (VDSL)
Fax Id: VBAA0000
Fax Number: 19086962163
Pages: 5
Server Used:
Status: *** Transmitted ok to 19086962163 on 01/04/12 at 17:34
Scenario 1: Dispatch by Fax Illustrations

Key Points:

- Unsuccessful fax transmission.
PO 4 – Process P-Card Transactions: Decentralized Administration Overview

- Administration of P-Card accounts to be decentralized to the departments
- System will limit view and access of cardholder accounts by department
- Vouchers will be created by managing account
What is included in Wave 1

- Administration of P-Card accounts centralized at FI$Cal Service Center (FSC)
What is included in Wave 2

- Decentralized set up and maintenance of employee card accounts by department
- Decentralized set up of card account transaction and amount restrictions, default accounting, and proxies by department
## Decentralized P-Card Administration

### Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-Card</td>
<td>A payment mechanism (Visa payment card) that can be used in conjunction with a department's delegated purchasing authority. Referred to currently as CAL-Card. The P-Card procurement mechanism can be used with or without a PO, following State rules.</td>
</tr>
<tr>
<td>Card Issuer</td>
<td>The bank that issues the card</td>
</tr>
<tr>
<td>Card Number</td>
<td>The procurement card number</td>
</tr>
<tr>
<td>Proxy</td>
<td>A procurement card user who has access rights to a cardholder account for specific transactions, e.g. proxy reconciler, approver, reviewer</td>
</tr>
</tbody>
</table>
Scenario 1: Decentralized P-Card Administration

- Customization to limit access of P-Card data by department
Scenario 1: Decentralized P-Card Administration Illustrations

Key Points:

- New Search field Business Unit will be added to Decentralized P-Card Administration and Department Administrator will be able to search Employee by Department.
Decentralized P-Card Administration

Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department P-Card Administrator</td>
<td>Department users designated to administer P-Card accounts in FI$Cal for their own department</td>
</tr>
</tbody>
</table>
PO 3 – Receive and Inspect Goods and Services: Bar Code Overview

Bar Code functionality will be deployed in Receiving for Wave 2

- Hand-held scanners will be used to read bar code data from packing slip during receiving
- Third party integrated bar code product is High Jump software
- The use of bar coding is optional - decision is with the departments
 Scenario 1: Receiving using Bar Code

**Functionality**

- Use hand-held scanner to read bar code in the packing slip
- Review staged data
- Run the process and view created receipt
Scenario 1: Receiving using Bar Code Functionality

<table>
<thead>
<tr>
<th>Key Points:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Scanned Receipt data</td>
</tr>
</tbody>
</table>

---

### Purchasing Receiving

- **Business Unit:** US003
- **Transaction Code:** 0103
- **Device ID:** US003
- **Device Date Time:**
- **Shipment Date:**
- **Ship To:** US003
- **Vendor ID:** 0000000044
- **Carrier ID:** DHL
- **PO Unit:** US003
- **PO Number:** T85000000
- **Line Number:** 1
- **Vendor Lot:**
- **Lot ID:**
- **Tag Number:**
- **Storage Location:**
- **Receipt No.:**
- **Date:** October 1, 2014

**Functionality:**

- **FI$Cal:** Transparency. Accuracy. Integrity.
PO1 – Maintain Items for Purchase

Overview

Item IDs will be utilized in conjunction with Leveraged Procurement Agreements (LPAs) and CALPIA items starting in Wave 2.

- Item ID is a unique identifier of a good or service
- The state will set up items for purchasing, to enhance procurement transaction efficiency and data reporting and analysis capability.
- Items provide the most detailed tracking / reporting of state spend.
- Item data is reusable. After an item is defined in FI$Cal, the same standardized item data can be used by departments on a requisition, purchase order, solicitation, and control agency report for purchase of items.
- Reduce data entry when ordering by Item ID. Attributes such as description, unit of measure, and United Nations Standard Product and Service Codes (UNSPSC) are automatically populated on the transactions.
What is included in Wave 2

- Item ID contains numerous attributes such as Description, Unit of Measure, Category (UNSPSC), Price, Vendor, Default Account, Hazard Code, Recycle information, Contract, etc.
- Includes administrative activities necessary to create items, review and approve item attributes, such as price, UNSPSC, or description.
- Need to establish a framework that encompasses best practices around responsibilities, processes, and controls to manage items.
- Need to establish centralized group to manage items.
- Items will be established for select LPAs.
- PIA (Prison Industries Authority) item catalog will be loaded in FI$Cal as items.
# Items Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>An item represents a good and/or service for purchase by the State of California; multiple contracts can be associated with one item and items will typically be related to LPAs and CALPIA</td>
</tr>
<tr>
<td>Item ID</td>
<td>A unique system identifier for an item</td>
</tr>
<tr>
<td>Item Category</td>
<td>A means of classifying an item. Every line item must be assigned to an Item Category. The item category code used by the State of California is UNSPSC code</td>
</tr>
<tr>
<td>Item Catalog</td>
<td>An Item Catalog maintained internally by the state to facilitate the ordering and tracking of purchases</td>
</tr>
</tbody>
</table>
Items Summary Flow

**Item Processor**
- Create Items
  - Creation of Items may be triggered by the creation of an LPA

**Contract Buyer**
- Select Items in LPA Lines
  - Items are entered in the LPA lines

**Department Buyers**
- Order Against a Contracts
  - Buyers or PO Processors order against a contract on a purchase order

**Key Impacts**
- Creation of items will be driven by LPA use and
- Contract releases are done by purchase orders. Specific Item IDs may be ordered on the PO.
PO1 – Maintain Items for Purchase Detailed Process Flows

Manage Item For Purchases – Define Item

- Receive New Item Request
- Perform Duplicate Item Check
- Duplicate Item?
  - Yes
    - Deny item request and notify requestor.
  - No
    - Define Additional Item Control Values
    - Enter Item Common Attributes
    - Enter Item Purchasing Attributes
    - Enter Item Purchasing Controls
    - Enter Item Vendors Approved for Item
      - Enter Vendor UOM Attributes
Scenario 1: Create Item

- Item ID created for Goods
- Specify General Attributes (Description, Unit of Measure, Categories, Price, Recycle information), Inventory Attributes (Serial Control), Purchasing Attributes (Standard Price, Asset Profile, Default Account, Vendor-Item ID, Vendor Item Price, Purchasing Kit, Manufacturing Item Id, etc.)
- Item is pre-approved
- Item has expiration date
Scenario 1: Create Item

<table>
<thead>
<tr>
<th>Favorites</th>
<th>Main Menu</th>
<th>Items</th>
<th>Define Items and Attributes</th>
<th>Define Item</th>
</tr>
</thead>
</table>

### Key Points:
- General Attributes for the Item

**FI$Cal: Transparency. Accuracy. Integrity.**
Scenario 1: Create Item

Key Points:
- Purchasing Item Attributes
Scenario 1: Create Item

Key Points:
- Item-Vendor Attributes
Scenario 1: Create Item

Key Points:
- Item Classification
Scenario 2: Use Internal Catalog

- Internal Item Catalog to be used from FI$Cal’s eProcurement requisition, Catalog Tab
- Compare several items in the catalog
- Set up a kit / template consisting of several items that are used in combination
Scenario 2: Use Internal Catalog

Key Points:
- Select the Catalog
- Hit Search button to search for the Items
Scenario 2: Use Internal Catalog

Key Points:
- Select the Catalog
- Hit Search button to search for the Items
Scenario 2: Use Internal Catalog

Key Points:

- Hit Compare and system will compare the Items selected to compare
Scenario 2: Use Internal Catalog

Key Points:
- Select Items to be added to Template and Click Add to Template button
- Enter Template Name and Description
Scenario 2: Use Internal Catalog

Key Points:

- New Template is created.
## Item Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Item Upload Processor</td>
<td>User that uploads Item IDs files, e.g. PIA</td>
</tr>
<tr>
<td>DGS Item Processor</td>
<td>DGS users that create and update Item IDs</td>
</tr>
</tbody>
</table>

ePro 1 – Manage Sourcing Process

Overview

- Manage Sourcing process starts when the department identifies need to purchase goods and/or services or to create a new contract
- Buyer creates solicitation or addenda to an existing solicitation
- Solicitation can be created by direct entry or by copying from a requisition
- 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

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What is included in Wave 2

- Public solicitation event, bid by invitation, or combination
- Multiple bids may be allowed
- Addenda/changes to solicitation tracked as solicitation event versions
- Solicitation formats may be RFx, RFI, Auction
- Two Envelope Solicitation process supported
- Bid Responses are configured by default as “sealed”
# Manage Sourcing 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 RFI</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>Configuration setting in events where bid responses are not viewable until the bid closing date</td>
</tr>
</tbody>
</table>
## Manage Sourcing Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Buyer</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 Response</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>
</tr>
</tbody>
</table>
# Manage Sourcing Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<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>
Manage Sourcing Summary Flow

- **Dept Event Processor**
  - Create Event
    - Create Event Draft
    - Invite Bidders
    - Submit for Collaboration and Approval

- **Dept Collaborators/Approvers**
  - Review/Markup Event Draft, Approve & Post
    - Review and Markup Event Draft
    - Review Edits and Accept Changes
    - Approve Event

- **Bidders/Vendors**
  - View Bids and Respond
    - View public events or bid invitations
    - Submit bid response

- **Department**
  - Analysis and Award
    - Analyze Bid Responses
    - Determine intended awardee
    - Notice of Intent to Award
    - Award to Contract or PO

**Key Impacts**
- Solicitation Events may be entered directly or may originate from a requisition
- Collaborators are selected by the event processor to provide edits; collaboration routing uses approver worklists; Event Processor/Buyer decides which edits to accept
- The event is posted in the portal and email invitations sent after event approval
- Online tabulation may be exported to excel for further analysis & processing
Manage Sourcing Detailed Process Flows

PO- Manage Sourcing – Create RFX Bid Event

- Receive requisition
- Create sourcing project plan
- Buyer Reviews, Accepts Etds, and Sends for Approval
- Collaborators: Check Out, Edit, Check in Event
- Event Approval
- Advertising Required?
  - Yes: Post Advertisement on CSCR
  - No: Conduct bidder's conference
- Bidder conference required?
  - Yes: Addendum required?
    - Yes: Conduct bidder's conference
    - No: Responses
  - No: Responses
- Bid Event Addendum
  - Yes: Enter bid online into FISCAL
  - No: Submit bid responses outside the system

- Enter bid invitation
- Enter bid online?
  - Yes
  - No: Submit bid responses outside the system
Manage Sourcing Illustrations

PO- Manage Sourcing – Create RFX Document Package

- Collaborators: Edit and save document
  - Email notifications will be sent to all those listed as collaborators for this event by the Author.
  - Collaborators are defined by the document author.

A

Buyer Create, Edit and save Solicitation Package

Collaboration?  Yes  No

Attach document to the bid event

B
Manage Sourcing Illustrations

PO- Manage Sourcing – Bid Event Addendum

1. DGS or Dept. Buyer
   - Bid Event Addendum
   - Bid Event document Addendum?
     - Yes
       - Open existing Document and select the “Amendment” button, make changes and save.
       - Collaboration?
         - Yes
           - Collaborators: Check Out, Edit and Check In Supporting Document
         - No
           - Post new version of Bid Event
     - No
       - create a new version of the Bid Event, make necessary changes and save.
       - Collaboration?
         - Yes
           - Collaborators: Check Out, Edit and Check In bid event.
         - No
           - Post new version of Bid Event

2. Email notifications will Bid Event sent to all those listed as collaborators for this event by the Author.
PO- Manage Sourcing – Receive Bid Response

Responses → Was bid submitted in the system? → Yes → Bid response is stored in the system and bidder is notified → Analysis

Response → No → Bid response is manually entered or spreadsheet (xml) is uploaded into Fi$CAL

DGS or Dept Buyer
Manage Sourcing Illustrations

PO- Manage Sourcing – Bid Analysis and Award

1. Analysis
   - Review bid analysis online (Bid quote worksheet); bidder attachment to determine eligibility

2. Export bid analysis result to Excel worksheet as needed
   - Analyze bid to determine if qualified bids exist
   - Collaborator: Reviews Analysis and provides feedback

3. Qualified bid?
   - Yes
     - Collaborator: Reviews Analysis and provides feedback
     - Send email from FISCAL with the Notice of Intent to Award if applicable
   - No
     - Reject Bid

4. Public Posting of the Notice of Intent to Award
   - Protest process
     - Received protest notice?
       - Yes
         - Protest process
       - No
         - Protest successful?
           - Yes
             - Determine appropriate actions
           - No
             - Award the bid in FISCAL and notify appropriate parties

5. Award to a PO or contract?
   - Contract
     - Select “contract” as the award option in FISCAL
   - PO
     - Select “PO” as the award option in FISCAL

6. DGS or Dept Buyer
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

Key Points:

- Event creation using copy from requisition function
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
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

Create an Event

Event Summary

Business Unit: 3980  
Event ID: 000000007a  
Event Type: RFI

Event Status: Posted  
Event Name: Generator Repair  
Description: Repair of Generator

Time Zone: PDT  
Start Date: 04/21/2014 12:32 AM  
End Date: 04/21/2014 12:32 AM  
Copy Event:

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

Payment Terms and Contact Info  
Event Constraints

Step 2: Configure Line Items

Create line listings for this event.

* Line Items  
Item Line Defaults

Step 3: Select Bidders to Invite

Send out targeted invitations to this event; designate it as a public event; or both.

* Bidders 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 Event  
Save As Template

Related Links:

Document Status Inquiry  
Plan Task Associations  
View All Attachments for Event

Last Updated By: Jon Tugade  
04/21/2014 12:17 AM PDT

Return to Search  
Refresh
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

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
Scenario 2: Create Sourcing Event – RFP

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
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
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 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

**Key Points:**
- Bidder submitted a paper bid response
- Buyer will enter bid response on behalf of bidder
Scenario 3: Enter Bid Response

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

---

**Bid Confirmation**

Your bid has been successfully submitted.

<table>
<thead>
<tr>
<th>Bid ID:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event ID:</td>
<td>0000000076 Generator Repair</td>
</tr>
<tr>
<td>Event Format:</td>
<td>Sell Event</td>
</tr>
<tr>
<td>Round:</td>
<td>1</td>
</tr>
<tr>
<td>Start Date:</td>
<td>04/21/2014 12:02AM PDT</td>
</tr>
<tr>
<td>End Date:</td>
<td>Event Completed</td>
</tr>
<tr>
<td>Your Total Price:</td>
<td>$10,500.00 USD</td>
</tr>
</tbody>
</table>
Scenario 3: Enter Bid Response

Key Points:
• Confirmation of bid submission
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

Key Points:
- Bid Analysis – Header Level
Scenario 4: Bid Evaluation and Award

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

Key Points:

- RFI Event does not specify line item information
Scenario 5: Create Solicitation - RFI

- RFI is public; no bidders specifically invited
- Request for technical information
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
# Manage Sourcing Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Event Buyer</strong></td>
<td>Department user that create/modifies solicitation events</td>
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<td><strong>Department Event Collaborator</strong></td>
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<tr>
<td><strong>Department Event Approver</strong></td>
<td>Department user that approves solicitation events</td>
</tr>
<tr>
<td><strong>Event Ad Hoc Approver</strong></td>
<td>Department user that added to approve a solicitation approval as needed</td>
</tr>
</tbody>
</table>
ePro 2 – Administer Vendor Contracts

Overview

- Contract process starts upon notification of award to vendor (the last step of PO 3 Manage Solicitations Process)
- Includes ongoing activities necessary to create/amend contract, build contract document, approve contract and contract document, evaluate for extension, rebid or retire contract
- Process also includes administration of contract (tracking of contract usage, enforcement of maximum amount(s), and contract effective dates)
- Process ends when contract is available to departments for procurement of goods and/or services, evaluated for rebid, extension or closeout
What is included in Wave 2

- Contracts will be created for Leveraged Procurement Agreements (LPAs) and departmental contracts
- FI$Cal contracts will enforce spending against maximum amount and contract term (start and end) dates
- Contracts may be set up for multiple years
- Ordering/release against contracts is via purchase orders
- FI$Cal contracts will keep track of all the individual PO releases and remaining balance of the contract
- Contract documents may be authored using the Supplier Contracts Management document authoring tool
- A document library will be maintained to contain reusable clauses, configurators, question groups, questions and other document authoring components.
## Contracts Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract (General)</td>
<td>An agreement between the State and another entity to procure goods or services</td>
</tr>
<tr>
<td>Procurement Contract</td>
<td>Also referred to as Vendor Contract. An agreement with an individual or entity (e.g. vendor, grantee, finance/leasing company) that the state will pay. This includes the transactional contract and the contract document.</td>
</tr>
<tr>
<td>Transactional Contract</td>
<td>A term used for the contract transaction. A user can perform transactions such as create and maintain contract items, amounts, dates, and prices.</td>
</tr>
<tr>
<td>Contract Number</td>
<td>Unique identifier for a contract</td>
</tr>
<tr>
<td>Contract Status</td>
<td>Provides Current Status of Contract (Open, Approved, Closed, Canceled, On hold)</td>
</tr>
</tbody>
</table>
# Contracts Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration Date</td>
<td>Date contract becomes unavailable to procure goods and/or services</td>
</tr>
<tr>
<td>Maximum Amount</td>
<td>The maximum amount that the contract cannot exceed.</td>
</tr>
<tr>
<td>Line Item Contract</td>
<td>Contract line specified by item id/item description</td>
</tr>
<tr>
<td>Category Contract Line</td>
<td>Contract line specified by a group of items based on an item category (UNSPSC codes)</td>
</tr>
<tr>
<td>Open Item Contract</td>
<td>A contract that allows ordering of goods or services as specified by the contract, e.g. vendor catalog</td>
</tr>
<tr>
<td>Spend Threshold</td>
<td>A monetary amount or date criteria for a contract used for triggering contract alert notifications, e.g. against max amount, end date, or renewal date</td>
</tr>
</tbody>
</table>
## Contracts Key Terms

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

Key Impacts
- Contracts may be created by award from Solicitation, direct entry, or copying from an existing contract
- Contract will be either an LPA or a departmental contract
- Contract library is available to create contract documents
- Wet signatures on contracts still needed from vendors
- Purchase Orders are the release mechanism for ordering against a contract
Administer Vendor Contracts - Detailed Flows

PO – Administer Vendor Contract – Create Contract

- Award contract from eProc Manage Solicitation Process
  - Direct Contract Entry
  - Select a pre-configured template to create a contract document
  - Do you want to Collaborate?
    - Yes: Select your collaborators
    - No: Buyer reviews, edits, saves document
  - Collaborators can be anyone with the proper security setup.
  - Collaborators review and edit the documents.

- Vendor reviews document.
  - Vendor Signs?
    - Yes: Buyer performs “Execute in System”
    - No: Buyer discusses issues with vendor.

- Workflow Approval
  - Send the contract document to vendor.

- Open the contract page and change the status to “Approved” and save.
  - Need to setup contract milestone tracking?
    - Yes: End
    - No: Does an item need to be set up?
      - Yes: Encumbrance required?
        - Yes: Update Contract with item ID
        - No: BACK
      - No: Award withdrawal and either award to next bidder, re-bid, or cancel

- Item Admin
  - PO2 Manage Purchase Order process
  - PO1 Maintain Items for Purchasing process
Administer Vendor Contracts – Detailed Flows

PO – Administer Vendor Contract – Contract Compliance Example

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Administrator notified by workflow to review contract agreement/milestone</td>
<td>Vendor submit compliance report</td>
</tr>
<tr>
<td>Review outstanding contract agreement / milestone, such as compliance report</td>
<td></td>
</tr>
<tr>
<td>Update contract agreement / task list to record the receipt of reports, etc.</td>
<td></td>
</tr>
<tr>
<td>Prepare Usage Report</td>
<td>Vendor resolve issues</td>
</tr>
<tr>
<td>Reconcile discrepancies</td>
<td></td>
</tr>
<tr>
<td>Receive revised report from vendor</td>
<td>Prepare revised Monthly Usage Report</td>
</tr>
<tr>
<td>Contact vendor to resolve issues</td>
<td>End</td>
</tr>
</tbody>
</table>

End
Administer Vendor Contracts – Detailed Flows

PO – Administer Vendor Contract – Contract Compliance Example

**Buyer**
- Contract Administrator notified by workflow to review contract agreement/milestone
  - Review outstanding contract agreement/milestone
  - Update contract agreement/task list to record receipt of reports...etc.
  - Prepare Usage Report
  - Reconcile discrepancies
  - Receive revised report from vendor
  - Prepare revised Monthly Usage Report
  - Contact vendor to resolve issues
  - Vendor resolves issues
  - Vendor submits compliance report
  - End

**Vendor**
Administer Vendor Contracts – Detailed Flows

PO – Administer Vendor Contract – Contract Extension, Rebid, Retire

1. Receive contract expiration notice
2. Evaluate and recommend for extension, rebid, retire
   - If extend contract? No, Retire contract? Yes
     - Notify supplier that the contract will be retired
     - Close out contract
   - If extend contract? Yes
     - Amend contract
     - Rebid eProc1 Manage Solicitations Process

End
Scenario 1: Create System Contract from Solicitation Award

- System contract Information flows from the solicitation process
- Review key contract data elements
- Set up date expiration and spend thresholds contract notification alerts
- Establish scheduled contract PO releases
- Referencing Contract in a Purchase Order
- Establish scheduled direct voucher (invoice) payment releases
Scenario 1: Create Contract from Solicitation Award

**Key Points:**

- Solicitation Step ready to award to a contract
- This page is accessible to the buyer of the solicitation
- Award Type is contract
- Specify Buyer, Terms, and PO Business Unit
Scenario 1: Create Contract from Solicitation Award

### Key Points:
- Award is posted to Contract ID 00000000000000 000000000051
- System populates the contract ID; this is a link that will open the contract page

### Award Details

<table>
<thead>
<tr>
<th>Award Details</th>
<th>Award Summary</th>
<th>Review Constraints</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>Event ID:</td>
<td>Round:</td>
</tr>
<tr>
<td>3880</td>
<td>0000000000</td>
<td>1</td>
</tr>
<tr>
<td>Event Format:</td>
<td>Event Type:</td>
<td>Currency:</td>
</tr>
<tr>
<td>RFx</td>
<td>USD</td>
<td>04/29/2014 3:57PM PDT</td>
</tr>
<tr>
<td>Show Award Details to Bidders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display bids</td>
<td>Display all bids</td>
<td>Display bid scores</td>
</tr>
<tr>
<td>Award Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bidder Name:</td>
<td>Onsight Inc.</td>
<td>Bidder Type:</td>
</tr>
<tr>
<td>Award Type:</td>
<td>PO Contract</td>
<td>Award Currency:</td>
</tr>
<tr>
<td>Contract ID</td>
<td>0000000000000000000000000051</td>
<td>PO Business Unit:</td>
</tr>
<tr>
<td>Award Number:</td>
<td>1</td>
<td>Total Award:</td>
</tr>
</tbody>
</table>

### Award Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Item ID</th>
<th>Vind/Item Rel</th>
<th>Item Description</th>
<th>Group ID</th>
<th>UOM</th>
<th>Award Quantity</th>
<th>Awarded Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Cleaning and sanitizing services</td>
<td>EA</td>
<td></td>
<td>1,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
</tr>
</tbody>
</table>
Scenario 1: Create Contract from Solicitation Award

Key Points:

- Contract Main Page for Cntrct ID 51
- Retake this screenshot to include top of Buyer and Max Amt
Scenario 1: Create Contract from Solicitation Award

Key Points:

- Contract Header comments available to add free form text, std comments, and attachments
- Multiple comments may be inserted
Scenario 1: Create Contract from Solicitation Award

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

Key Points:

- Document status inquiry pulls all associated FI$Cal document to the contract, e.g., Requisition, solicitation, PO, etc.
Scenario 1: Create Contract from Solicitation Award

Key Points:
- Default Funding Information on Contract will be populated in the PO releases; the defaults can be modified on the PO by Buyers.
Scenario 1: Create Contract from Solicitation Award

Key Points:
- Contract Options and Contract Lines page
Scenario 1: Create Contract from Solicitation Award

Key Points:
- Contract Alert Notifications for Dates, Maximum Amount, and Spend Thresholds
- Contract buyer can add recipients of the notifications
Scenario 1: Create Contract from Solicitation Award

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

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

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

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

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

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

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

Key Points:

- Contract Process Options
- Recurring Voucher – allows creation of voucher payments directly without a PO
Scenario 2: Create Contract by Direct Entry

- Contract entered online
- Copy features available
- Use category line and open item contract
- Create new version (Amendment) of existing contract
- Contract Agreement
- Contract Activity
Scenario 2: Create Contract by Direct Entry

Key Points:
- Status of Contract is Open when new Contract is created
- Approval Due date is date by which Contract should be approved
Scenario 2: Create Contract by Direct Entry

Key Points:
- Lines section captures the information of the Items on the Contract
- Contract Categories captures the information of the UNPSC
Scenario 2: Create Contract by Direct Entry

Key Points:

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

Key Points:

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

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

Key Points:
- Header Comments to capture the header comments for the contract

Scenario 2: Create Contract by Direct Entry

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

Key Points:
- Thresholds & Notifications page is used to define...
Scenario 3: Adding a Contract Document to the Transactional Contract

- Add contract document to a transactional contract
- Amend contract document
Scenario 3: Adding a Contract Document to the Transactional Contract

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

**Key Points:**
- Select a Configurator ID
Scenario 3: Adding a Contract Document to the Transactional Contract

Key Points:

Scenario 3: Adding a Contract Document to the Transactional Contract

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

Key Points:
Enter the response for the Questions which are part of Document Creation Wizard
Scenario 3: Adding a Contract Document to the Transactional Contract

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

Key Points:

Document Management page will allow to View / Edit document, route document for approval
Scenario 3: Adding a Contract Document to the Transactional Contract

[Sample Contract Document]

This AGREEMENT FOR PROCUREMENT OF SERVICES is made between THE REGENTS OF THE UNIVERSITY OF PLEASANTON (University) and Mel’s Diner (Supplier).

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

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

3. **Performance Standard**
Supplier agrees to perform and provide any necessary support for the Products and/or Services described in this Agreement to the satisfaction of the University and with the standard of care and skill of an expert regularly rendering services of the type required by this Agreement and in conformance with state and federal law.
Scenario 3: Adding a Contract Document to the Transactional Contract

Key Points:
Click Check In
Scenario 3: Adding a Contract Document to the Transactional Contract

Key Points:

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

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

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

Key Points:
Document History displays the detail about the Document version
## Contracts Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Contract Buyer</td>
<td>Department user that creates/modifies transactional contracts</td>
</tr>
<tr>
<td>Department Contract Collaborator</td>
<td>Department user that reviews and provides suggested markups to contracts prior to approval and posting</td>
</tr>
<tr>
<td>Department Contract Approver</td>
<td>Department user that approves transactional contracts</td>
</tr>
<tr>
<td>Contract Ad Hoc Approver</td>
<td>Department user that approves transactional contracts when added ad hoc to the approval</td>
</tr>
<tr>
<td>FI$Cal End-User Role</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Department Contract Document Author</td>
<td>Department user that creates/modifies contract documents</td>
</tr>
<tr>
<td>Department Contract Document Approver</td>
<td>Department user that approves contract documents</td>
</tr>
<tr>
<td>Contract Document Ad Hoc Approver</td>
<td>Department user that approves contract documents when added as an ad hoc approver</td>
</tr>
<tr>
<td>DGS Contract Document Approver</td>
<td>Control Department user from DGS that approves contract or ad hoc documents</td>
</tr>
<tr>
<td>OLS Document Approver</td>
<td>Control Department user from DGS-OLS that approves contract or ad hoc documents</td>
</tr>
</tbody>
</table>
## Contracts Department Roles

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<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Doc Library Administrator</td>
<td>Department user that manages (add, remove, or change components) the document library</td>
</tr>
<tr>
<td>DGS Doc Library Administrator</td>
<td>DGS user that manages (add, remove, or change components) the document library</td>
</tr>
</tbody>
</table>
FI$Cal SCPRS Overview

- FI$Cal departments do not have to report their orders and contracts to SCPRS; these information are already captured in FI$Cal and ready to be extracted for reporting.
- Future Wave, Exempt, and Deferred departments will be reporting their orders and contract in FI$Cal using online entry or spreadsheet upload.
FI$Cal CSCR Overview

- FI$Cal CSCR will be available in Wave 2 for the following functions:
  - Posting Solicitation advertisements
  - Vendors can post contractor ads to seek sub-contractors, or sub contractors may post ads looking for prime contractors
  - Progress Payments are being posted in FI$Cal’s Enhanced Procurement Portal
Public Searches Overview

- Searches will be made available to the public, bidder/vendor community and state staff from FI$Cal’s Enhanced Procurement Portal.
- Searches available include:
  - Search for contracts and purchase orders
  - Search for bid opportunities
  - Search for bidders, vendors, and certified firms
Enhanced Procurement Portal

Overview

- A portal for external facing applications will be provided by FI$Cal
- The portal will include the following:
  - Bidder and Vendor self service registration
  - Bidder and Vendor log in to perform inquiries and tasks in FI$Cal
  - Public Searches FI$Cal SB/DVBE Certification
  - FI$Cal CSCR
  - FI$Cal SCPRS

October 1, 2014
## Technology Considerations – Conversions

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proposed Open PO Conversion program to support split schedules and split funding</td>
</tr>
<tr>
<td>2</td>
<td>P-Card cardholder profile conversion</td>
</tr>
<tr>
<td>3</td>
<td>Open Advertised Solicitations</td>
</tr>
<tr>
<td>4</td>
<td>Active LPAs</td>
</tr>
<tr>
<td>5</td>
<td>Active Departmental Contracts</td>
</tr>
<tr>
<td>6</td>
<td>Vendors</td>
</tr>
</tbody>
</table>
## Technology Considerations – Interfaces

<table>
<thead>
<tr>
<th>Interface</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P-Card monthly statement interface - inbound</td>
</tr>
<tr>
<td>2</td>
<td>US Bank to FI$Cal Synchronization of cardholder data - inbound</td>
</tr>
<tr>
<td>3</td>
<td>Punchout Integration with vendors catalogs – inbound</td>
</tr>
<tr>
<td>4</td>
<td>Punchout Integration at PO Dispatch – outbound</td>
</tr>
</tbody>
</table>
Next Steps

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
- Review with your FI$Cal CMO Department Readiness Coordinator
- Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
  - Role Mapping Working Session – November 2014
  - Change Workshop – February 2015
Role Mapping Working Session

- 2-hour facilitation session intended for Wave 1 and Wave 2 Department Implementation Team (DIT) members
- FI$Cal will provide DITs with detailed instructions on how to fill out the Role Mapping Tool for their department
  - “Do’s and Don’ts” of the Role Mapping Template
  - To take place at:
    
    FI$Cal Project site
    2000 Evergreen Street
    Jade Auditorium
    Thursday, November 6, 2014
    9:00 a.m. – 11:00 a.m.

*Remote Dial-In will be available to those geographically dispersed
Purchasing W2 Change Impact Activity

- Description:
  - FI$Cal walk through one example change impact
  - At your table, discuss how the FI$Cal business processes and related change impacts may affect your department
  - Document **three impacts** in your BPW Change Impact Tool

- Roles:
  - **Facilitator** – Helps lead the discussion with your department on the FI$Cal business processes and change impacts
  - **Recorder(s)** – Captures the department-specific impacts from the activity in your BPW Change Impact Tool

- Time:
  - You will have 30 minutes for this activity.
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
Manage Item For Purchases – Define Item – Enter Item Information

A → Enter Common Attributes → Enter Purchasing Attributes → Enter Purchasing Controls → Enter Item Vendors Approved for Item → B

Enter Vendor UOM Attributes
PO - Manage Sourcing – Receive Bid Response

Responses

Was bid submitted in the system?

Yes

Bid response is stored in the system and bidder is notified

No

Bid response is manually entered or spreadsheet (xml) is uploaded into FISCAL

Analysis
PO - Manage Sourcing – Bid Analysis and Award

1. Analysis
   - Review bid analysis online (Bid quote worksheet), bidder attachment to determine eligibility
   - Export bid analysis result to Excel worksheet as needed
   - Analyze tabulated result for qualified bids
   - Collaboration? (Yes/No)
     - Yes: Collaborator: Reviews Analysis and provides feedback
     - No: Qualified bid? (No/Yes)
       - No: Reject Bid
       - Yes: Create Notice of Intent to Award online form and route for approval

2. Notice of Intent to Award Needed? (Yes/No)
   - Yes: Received protest notice? (Yes/No)
     - Yes: Protest process
     - No: Protest successful? (Yes/No)
       - Yes: Determine appropriate actions
       - No: Award the bid in FISCAL and notify appropriate parties

3. Award the bid in FISCAL and notify appropriate parties
   - Award to a PO or contract? (Yes/No)
     - Yes: Select "contract" as the award option in FISCAL
     - No: Select "PO" as the award option in FISCAL

4. Send email from FISCAL with the Notice of Intent to Award if applicable
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 / UCM Codes Cross-reference

Legacy
- Organization Codes
  - Level 1
  - All Other
- Index
- Fund
- Subfund
- Program
- Element
- Component
- Task
- Project

FISCAL
- Business Unit
- Reporting Structure
- Fund
- Program
- Project
- Service Location
- Agency Use
- Statistics Code
- Budget Period
- Account
- Alternate Account
- Appropriation Reference
- Enactment Year

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


October 1, 2014