SB/DVBE Bidder & Vendor Certification Business Process Workshop (BPW)

October 22, 2014
Agenda

- FI$Cal Project Overview
- Business Process Workshop Objectives and Approach
- FI$Cal Solution Overview
- SB/DVBE Application Flow
- SB/DVBE Overview
- Configure SB/DVBE Certification Application
- Apply for SB/DVBE Certification: 2 Step Process
  - Bidder Registration
  - Apply for SB/DVBE Certification
Agenda

- Record SB/DVBE Information in Transactions
- DGS SB/DVBE Certification Inquires and Reporting
  - Daily Certification Reports
  - Management Reports
  - SB/DVBE Contracting Activities
  - Public Inquiries and Reporting
- 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$Cal at the highest level:
- Department of Finance (DOF)
- Department of General Services (DGS)
- State Controller’s Office (SCO)
- State Treasurer’s Office (STO)
FI$Cal Wave Timeline

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

**Calendar Years**

<table>
<thead>
<tr>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<td>Q1</td>
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<tr>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
</tr>
</tbody>
</table>

**O&M**
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

### Conduct Wave 2 Working Sessions

- **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

### Conduct Wave 1 Solution Walkthroughs

- **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

### Conduct Wave 2 Conference Room Pilots

- **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

### Validate and Approve Process Designs

- **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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*FI$Cal: Transparency. Accuracy. Integrity.*
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, than 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$Cal business processes. For this session, the business processes are:
  - Set Up SB/DVBE Certification
  - Apply for SB/DVBE Certification: 2 Step Process
  - Record SB/DVBE Information
  - DGS SB/DVBE Certification Inquires and Reporting
- BPW Change Impact Tool for your department used to identify and manage department-specific impacts
- Understanding of the FI$Cal end-user roles for participation in the Wave 2 Role Mapping Facilitation Session
FI$Cal Procurement Solution

VMF Vendors \rightarrow VMF Bidders \rightarrow VMF SB/DVBE \rightarrow Item Master

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

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

Vendors/Bidders \rightarrow Encumbrances

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

P-Card (Cal-Card)

Asset Mgmt \rightarrow Project Costing \rightarrow Accounts Payable

General Ledger / Commitment Control

October 22, 2014
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

Budget Books

General Ledger / Commitment Control

PDF

HTML

Actuals and Budget Data

Final Budget Data
SB/DVBE Certification Overview

- SB/DVBE certification will be managed in FI$Cal.
- Applicants need to obtain online credentials by registering as a bidder/eSupplier (if they are not yet registered) before applying for SB/DVBE certification.
- Online SB/DVBE application will be accessed through the FI$Cal Enhanced Procurement Portal.
- Electronic approvals and notifications will be provided using FI$Cal’s workflow framework.
- DGS Certification Officers will have the ability to review and approve certification applications.
- Reports will be available for the following:
  - Administrative reporting to show certification metrics.
  - SB/DVBE contracting activity.
FI$Cal SB/DVBE Application Flow

Registered Bidder

Sign in with Existing Credentials

Pre Populate with Bidder Information

Complete SB/DVBE Application

No

End

Registered Bidder

To Vendor Creation

New SB/DVBE Applicant wants to be a vendor?

Yes

End

Registered Bidder or Existing Vendor?

Registered Bidder

No

End

Existing Vendor

Pre Populate with Vendor Information

Complete SB/DVBE Application

End

Sign in with Credentials

Registered Bidder

Pre Populate with Bidder Information

Complete SB/DVBE Application

To Vendor Creation

New SB/DVBE Applicant wants to be a vendor?

Yes

End

Registered Bidder or Existing Vendor?

Registered Bidder

No

End

Existing Vendor

Vendor Registration

Get online credentials as eSupplier

Existing Vendor

Pre Populate with Vendor Information

Complete SB/DVBE Application

End

New/Public

Register Bidder

Bidder Registration

New/Public

Register Bidder

Bidder Registration

New/Public

Register Bidder

Bidder Registration

New/Public
SB/DVBE Application Flow Notes

- New applicants go through Supplier/Bidder registration as the first step prior to applying for certification.
- The system will pre-populate SB/DVBE application with the applicant’s existing data (bidder or vendor data).
- One set of credentials (user id/password) will be used for SB/DVBE, Bidder or eSupplier access.
- SB/DVBE certified firms that do not want to do procurement with the state will mark a flag to opt out of unwanted solicitations.
What is included in Wave 2

- Application
  - SB/DVBE online application accessed through the PeopleSoft Enhanced Procurement Portal
  - Quick Entry for state staff entering paper submissions on behalf of applicants
  - Comments and file attachment functionality provided

- Workflow Routing and Approvals
  - Electronic workflow approval process and email notifications to approvers and applicants
  - Auto approval based on configured criteria

- Evaluation & Review
  - Designated state staff to review application processed in-house
What is included in Wave 2

- Inquiry and Reporting
  - Public search for certified vendors from the FI$Cal portal
  - Enhanced reporting capabilities

- Maintenance and Administration
  - SB/DVBE configuration maintained internally by the state
  - SB/DVBE database table to store certification information
  - SB/DVBE application access based on role security
# SB/DVBE Certification Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder</td>
<td>Individual or business 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>OSIDS Certification</td>
<td>Applying for certification (SB, DVBE, Non Profit, NVSA) in FI$Cal</td>
</tr>
</tbody>
</table>
Configure SB/DVBE Certification

Summary Flow

SB/DVBE Configuration Maintainer
- Set up/Maintain Configuration Items
  - Define Certification Types, Eligibility Questions and Criteria, License Classification Codes, Service Areas, etc.

SB/DVBE Configuration Maintainer
- Set up Application Questions
  - Define Question Groups and Wizard

SB/DVBE Configuration Maintainer
- Configure Notification/Letters Language
  - Letters/Notification language will be entered

Key Impacts
- Application Questions can be established/changed as needed by internal DGS-OSDS designated staff
- Approval thresholds are entered and may be modified as new thresholds are set
- Notification templates are available to enter or change language of the letters
Configuration: Set up Certification Types

Key Points:
- Set up certification types and Business Type Details
Configuration: Set up Eligibility Questions

Key Points:

- Set eligibility questions for each certification type.
- Store eligibility questions, expected answers & required check for every question.

Eligibility Questions

<table>
<thead>
<tr>
<th>Group ID:</th>
<th>Eligibility Set 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Type:</td>
<td>Small Business</td>
</tr>
<tr>
<td>Description:</td>
<td>Eligibility Questions for SB</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Questions</th>
<th>Required</th>
<th>Expected Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domiciled in California?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the applicant's Office located in US?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>A veteran of the U.S. military, naval or air service?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
Configuration: Define Eligibility Criteria

### Key Points:
- Set the eligibility criteria for each certification type - the number of correctly matched answers.
- The number of matched answers will be used to pass the eligibility test for a certification type.

<table>
<thead>
<tr>
<th>Certification Type</th>
<th>No. of Matched Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Business</td>
<td>3</td>
</tr>
<tr>
<td>DVBE</td>
<td>2</td>
</tr>
<tr>
<td>Non Profit</td>
<td>6</td>
</tr>
<tr>
<td>NVSA</td>
<td>8</td>
</tr>
</tbody>
</table>
Configuration: Define Question Groups

Key Points:

- Set up Question Groups that will occur in different stages of the certification process.
- This page will be used for defining individual questions under a Question Group.

Questions Group

- **Question Group:** Affiliate Relationship
- **Certification Type:** Small Business
- **Description:** Affiliate Relationship Questions

Questions

- **Questions**
  - Have a controlling ownership in another business? **Required:**
  - Share or have common owners with another business? **Required:**
  - Share or have common management with another business? **Required:**
Configuration: Certification Process as Wizard

Key Points:
- Set the sequence of pages and content to be populated for a certification type.
- The page is used to set up the process cycle for every certification type using Page No., Display Sequence, Display Type, and Group ID. The Name of the page will be Wizard.
Key Points:

- Define the set of certification pages with their actual name and description that will be populated in the Page prompt field of the Wizard page.
Key Points:

- Define License Classification Codes and description.
- These codes will appear in the prompt of the License Classification field of the Other details page.
Configuration: Define Service Areas

Key Points:

• Define Service Areas of the Other Details page.
• The page will contain four fields: Country, State, County and City in a grid for defining the combinations.
### Key Points:
- Specify the data of the Gross Annual Receipts Table Data
- The page will have 2 columns in a grid:
  a) If your firm ownership type is a: 
  b) Your gross annual receipts less returns & allowances are located on:

<table>
<thead>
<tr>
<th>Firm Ownership Type</th>
<th>Gross Annual Receipts and Allowances Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOLE PROPRIETORSHIP</td>
<td>SCHEDULE C(form1040), SECTION A, LINE 3</td>
</tr>
<tr>
<td>S-CORPORATION(all other business types)</td>
<td>FORM 1120S, LINE 1C</td>
</tr>
<tr>
<td>C-CORPORATION</td>
<td>FORM 1120 OR 1120A, LINE 1C</td>
</tr>
</tbody>
</table>
Configuration: Ownership Types (Used on the Business Page)

Key Points:

- Define the Ownership types that will be populated on the Business page.
Configuration: Define Agencies that User is Certified

Key Points:
- Define various agencies that will be populated on the Others Page.
- The values of this field will be used for selecting agencies for which a bidder or vendor is also certified.
# SB/DVBE Certification – Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/DVBE User</td>
<td>External user that has obtained certification and online credentials to maintain/inquire on their own SB/DVBE file</td>
</tr>
<tr>
<td>DGS SB/DVBE Cert Approver</td>
<td>DGS user that approves SB/DVBE certification application</td>
</tr>
<tr>
<td>DGS SB/DVBE Cert Ad Hoc Approver</td>
<td>DGS user that approves SB/DVBE certification application when added to the approvals</td>
</tr>
<tr>
<td>DGS SB/DVBE Cert Officer</td>
<td>DGS user that has access to review and approve certification applications</td>
</tr>
<tr>
<td>SB/DVBE Certification Configurator</td>
<td>DGS user that maintains SB/DVBE configuration information in the system, e.g., Application Questions, Approval Thresholds, Notification verbiage</td>
</tr>
</tbody>
</table>
**SB/DVBE Certification – Department Roles**

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>DGS SB/DVBE Reporter</td>
<td>Department user that can run SB/DVBE reports statewide</td>
</tr>
</tbody>
</table>
Apply for SB/DVBE Certification Overview

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

Summary Flow

**SB/DVBE Applicant**
- Register as a bidder if applicant is not a registered bidder or eSupplier

**Registered Bidder / eSupplier**
- Start Certification Process
- Select Certification Type
- Pass Eligibility Test
- Complete Application

**Certification Officer**
- Review/Approval
  - If automatic approval is not granted, certification officers will review and approve the application

**Key Impacts**
- Online credentials needed to apply for certification, through bidder or eSupplier registration
- Application for certification is online, although paper applications are accepted
- If automatic approval is not granted, certification officers will access the application in FI$Cal to review and approve
Illustration: Application Flow After Bidder Registration

Key Points:
- Applicant applying for certification after bidder registration
Key Points:

- The TIN (Tax Identification Number) field will be moved to Step 1 and removed from Step 6 of the Bidder registration process.
Illustration: Bidder Registration Step 2

Key Points:

- Bidder Registration Step 2 – User Information
Illustration: Bidder Registration Step 3

Key Points:
- Bidder Registration Step 3 – Address Information
Illustration: Bidder Registration Step 4

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).

* Required Field

Key Points:

- Bidder Registration Step 4 – Additional Address Information
Illustration: Bidder Registration Step 5

Key Points:

- Bidder Registration Step 5 – Contact Information
Illustration: Bidder Registration Step 5a

Key Points:

- New custom page added to bidder registration
**Key Points:**

- The Tax Identification Number fields will be moved to Step 1.
Illustration: Bidder Registration Step 7

**Bidder Registration**

**Step 7 of 8: Categorization Information**

You have the option to select one or more categories that best describe your organization's bidding interests. Selecting specific categories may qualify you to receive notifications for future events that match your interests. There is no obligation to check any boxes, but doing so could result in more invitations to bid on events. By selecting no categories, you remain eligible to participate in all public events posted on this website.

*Required Field*
For best performance, please pause briefly after checking each selection box.

Check all  Uncheck all

**Strategic Sourcing Tree**

- Sell Categories
  - Camper - Camping Equipment
  - CYCLING - Cycling Equipment
  - OFFICE_SUPPLIES - Office Supplies
  - HIKING - Hiking Equipment
  - FISHING - Fishing Equipment
  - CLIMBING - Climbing Equipment
  - MISC - Miscellaneous
  - PROMO_ITEMS - Promotional Items
  - SUPPLIES - Supplies
  - SERVICES - Services
  - SERVERS - Servers
  - PRINTERS - Printers
  - MULTIMEDIA - MultiMedia
  - HARDWARE - Computer Hardware
  - ACCESSORIES - Accessories

**Key Points:**

- Bidder Registration Step 7 – Classification Information (Will use UNSPSC Codes)
Key Points:

- A link is provided for bidders that would like to apply for certification immediately after bidder registration.
Illustration: Bidder Registration Message at Completion

Key Points:

- This is the acknowledgement message after successful completion of the bidder registration process.
Apply for SB/DVBE Certification

Key Points:
- Specify Certification Type applied for and Business Type
Apply for SB/DVBE Certification – Eligibility Questions

Key Points:

• Enter eligibility information
Apply for SB/DVBE Certification – Terms and Conditions

Participation Authorization and Compliance Agreement

Certification ID: 
Certification Type: Small Business (SB)

BY ACCEPTING THE FOLLOWING TERMS AND CONDITIONS, YOU ARE AGREING TO THE FOLLOWING:

PENALTY OF PERJURY
Any person who willfully provides false information is subject to serious penalties. The submittal of this online application must be authorized by the applicant firm’s owner (or officer, in the case of a corporation) and hereby certifies that he/she has read and understands that the applicant meets the applicable Small Business and/or DVBE certification requirements under Government Code Section 14835 et seq., and/or Military and Veterans Code Section 999 et seq., and California Code of Regulations, Title 2, Section 1896 et seq., and that the foregoing statement and all information submitted herein are truthful and accurate. I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

VERIFICATION OR RE-VERIFICATION OF STATUS
All applicants are subject to verification or re-verification of status at any time. Failure by a business to provide requested information that supports its eligibility, by the date and time specified by the OSDS, shall be grounds for denial or decertification. Please also note that sanctions may be imposed for certification program misuse. (See Title 2, California Code of Regulations, Sections 1896.14, 1896.16 and 1896.70. See also Government Code, Sections 14842 and 14842.5, and Military and Veterans Code, Section 999.9; available at www.leginfo.ca.gov.)

USE POLICY
The State wants you to know about the collection, use, security, and access to information that may be obtained through use of the State’s web portal. By visiting this web site, you are accepting the policies and practices described in this Notice.
Please note that this Use Policy is subject to change without notice, and that it reflects the State’s current business practices. This policy is dated December 7, 2000. Also note that each department within the State may have additional privacy and use policies specific to the mission and needs of their work. Be sure to review those policies as you access additional sites within the State.

PERSONAL INFORMATION AND CHOICE
"Personal information" is information about a natural person that identifies or describes an individual, including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history, readily identifiable to that specific individual. A domain name or Internet Protocol address is not considered personal information, however, it is considered "electronically collected personal information."
Apply for SB/DVBE Certification – Registration Details

Key Points:

- Enter Business Type and Registration Data
Apply for SB/DVBE Certification – Registration Details (cont.)

<table>
<thead>
<tr>
<th>Contact Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>Robert</td>
</tr>
<tr>
<td>Last Name:</td>
<td>Cross</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:rmicross@cor.net">rmicross@cor.net</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>(530)667-5636</td>
</tr>
<tr>
<td>FAX:</td>
<td>(optional)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Principal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street or PO Box:</td>
<td>Street:</td>
</tr>
<tr>
<td>Country:</td>
<td>Country:</td>
</tr>
<tr>
<td>State:</td>
<td>State:</td>
</tr>
<tr>
<td>City:</td>
<td>City:</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>Zip Code:</td>
</tr>
</tbody>
</table>

Key Points:
- Enter contact info and Mailing Address
Apply for SB/DVBE Certification – Owner Information

Key Points:
- Enter Owner Information
Apply for SB/DVBE Certification – Add Owner Page

Owner Information
- First Name:
- Last Name:
- Title: Owner
- Ownership Percent:
- Owner Type: Please Select

Home Address
- Street:
- Country: United States
- State: California
- City: Please Select
- Zip Code:

Key Points:
- Enter Owner Information
Apply for SB/DVBE Certification – Tax Page

Key Points:

- Enter Gross Annual Receipt Information

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### GROSS ANNUAL RECEIPTS TABLE

<table>
<thead>
<tr>
<th>Certification ID:</th>
<th>Certification Type: Small Business (SB)</th>
</tr>
</thead>
</table>

#### Tax Information

**Enter the Gross Annual Receipts (GARS) for the applicant as reported on the business' Federal income tax return. You may enter an estimate for the most recent tax year only if your tax returns have not yet been filed.**

View tax Information From Previous Application

<table>
<thead>
<tr>
<th>Owner</th>
<th>Current GARS Option</th>
<th>2013 GARS</th>
<th>2012 GARS</th>
<th>2011 GARS</th>
<th>Total</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROBERT BRIAN CROSS</td>
<td>2013 GARS Not Available</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$0.00</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

**Totals:**
- $0.00
- $3.00

### Tax Related Attachments

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
<th>User</th>
<th>Name</th>
<th>Date/Time Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abc.txt</td>
<td>Test File</td>
<td>RCla</td>
<td>Robert Clark</td>
<td>######</td>
</tr>
</tbody>
</table>

Add Attachment

Previous  Next
Apply for SB/DVBE Certification

Key Points:

- Certification type questions
Certification Application: Business Page Tab (SB)

Key Points:

- Business Page Tab for Small Business Application
Certification Application: Other Tab (SB)

Key Points:

- Other Tab for Small Business Application
Certification Application: Affiliate Tab

Key Points:
- Affiliate Page
Certification Application: Approval Tab

Key Points:

• Approval Page
Certification Application: Attachment Tab

Key Points:
- Comments and Attachments
Certification Application: Supplier Profile Tab

Key Points:

• Maintain Supplier Profile
Certification Application: Mail Log Tab

Key Points:
• View Mail Log
Certification Application: View Notes Tab

Key Points:
- View Notes

![Image of the Certification Application: View Notes Tab with notes and notifications log]

- Add Note:
- Submit

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Created By</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 15, 2010</td>
<td>Robert Brian</td>
<td>Approval Letter 58 notification sent</td>
</tr>
<tr>
<td>Mar 10, 2010</td>
<td>Todd Brown</td>
<td>Certification now in Pending status</td>
</tr>
</tbody>
</table>
Certification Application: Company Profile Tab

Key Points:

- View Company Profile

Company Profile

<table>
<thead>
<tr>
<th>My Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Name:</strong></td>
</tr>
<tr>
<td><strong>Contacts:</strong></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Phones:</strong></td>
</tr>
<tr>
<td><strong>Contact Emails:</strong></td>
</tr>
</tbody>
</table>
Key Points:

- Manage Certification Application:
  Manage Certification Tab

Manage Certification

Certification Information:

- Supplier ID: [Value]
- Certification Type: [Value]
- Last Updated: [Value]
- Status: [Value]

Certification Status:

- Form: [Value]
- Application Date: [Value]
- Status: [Value]
- Assigned User: [Value]

Taxes:

- Valid for Agency: [Value]
- Valid for Process: [Value]
- Compliance: [Value]
- GARS: [Value]
- GARS accusation: [Value]

Changes History:

- [Date] - [Details]

View Mail Log / View Notes / Company Profile / Manage Cert. / View Change History / View Application Information
Certification Application: Change History Tab

Key Points:
- View Change History
Certification Application: Application History Tab

Key Points:

- View Application History

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Date</th>
<th>Status</th>
<th>Qualifications</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Cross</td>
<td>5-May-14</td>
<td>Pending Renew</td>
<td>$B</td>
<td>[Application]</td>
</tr>
<tr>
<td>Robert Cross</td>
<td>30-Nov-09</td>
<td>Pending Renew</td>
<td>$B</td>
<td>[Application]</td>
</tr>
</tbody>
</table>
Certification Application: Business Page Tab (DVBE)

Key Points:

- Business Page Tab for DVBE Application
Certification Application: Business Page Tab (NP & NVSA)

Key Points:
- Business Page Tab for NP & NVSA Application
Certification Application: Business Page Tab (NP & NVSA)

Key Points:

• Business Page Tab for NP & NVSA Application
Recording SB/DVBE Information in Procurement Transactions Overview

- SB/DVBE information captured in Purchase Orders and Procurement Card Transactions
- SB/DVBE information will be collected in solicitations and contained in contracts
Recording SB/DVBE Information in Procurement Transactions Summary Flow

Key Impacts

- SB/DVBE requirements can be included in solicitations as bid factors
- The contract can be set up with SB/DVBE prime and sub contract information
- The PO captures SB/DVBE prime and sub contractor participation
Recording SB/DVBE Information in Procurement Transactions – PO

Key Points:

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

Key Points:

- Purchase Order – Prime and Sub contractor SB/DVBE recording

- Prime Contractor is Small Business certified
- Sub Contractor is DVBE certified
Recording SB/DVBE Information in Procurement Transactions – PCard

Key Points:
- Procurement Card – SB/DVBE Link in Main Reconciliation page
Recording SB/DVBE Information in Procurement Transactions – PCard

<table>
<thead>
<tr>
<th>SB/DVBE Contracting</th>
<th>SB/DVBE Contracting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line: 1</td>
<td>Line: 1</td>
</tr>
<tr>
<td>Trans Date: 04/28/2015</td>
<td>Trans Date: 04/28/2015</td>
</tr>
<tr>
<td>Posted Date: 04/28/2015</td>
<td>Posted Date: 04/28/2015</td>
</tr>
<tr>
<td>Merchant: APPLETEN PAPERS INC.</td>
<td>Merchant: APPLETEN PAPERS INC.</td>
</tr>
<tr>
<td>Description: BOL 12345678910</td>
<td>Description: BOL 12345678910</td>
</tr>
</tbody>
</table>

− Procurement Card – Prime and Sub contractor SB/DVBE recording
Recording SB/DVBE Information in Procurement Transactions – Contracts

Key Points:

- Procurement Contract – SB/DVBE Prime and Sub
Recording SB/DVBE Information in Procurement Transactions – Contracts

Key Points:

• Procurement Contract – SB/DVBE Prime and Sub
SB/DVBE Certification Inquiries and Reporting Overview

- 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 Certification Inquiries and Reporting Overview

- SB/DVBE Contracting Activities (STD 810)
  - Reports of award/expenditure dollars for each Certification Type (SB, MB, DVBE), by Acquisition Type (Non-IT Goods, Non-IT Services, IT Goods and Services, Construction, P-Card) for prime and sub contractors
SB/DVBE Certification Inquiries and Reporting Overview

- Public Inquiries and Reporting
  - Public inquiry on certification status (prime seeking subs, subs seeking prime, State and External Buyers, FI$Cal users, etc.).
  - eSuppliers will be able to inquire if they have been identified as a sub on any contract or purchase order
  - Inquiry results downloadable to Excel
Key Points:

- Search for Certified Firm
Public Searches

Key Points:

- Search for Certified Firm
## Technology Considerations – Conversions

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB/DVBE Conversion</td>
<td>Existing SB/DVBE Certified Firms will be converted from Bid Sync</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 Workshop – 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
SB/DVBE Bidder & Vendor Certification

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
Appendix
Guide to Symbols in Flows

Start/End - Indicates point at which the process begins or ends. Does not represent any activity.

Decision - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.

System Task - Represents an individual step or activity in Fi$Cal.

Manual Task - Represents an individual step or activity in the process that is made out of Fi$Cal.

Input Documents - A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.

Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

Interface - Data conversion from one electronic system to another.

Batch Process - Represents a batch process within Fi$Cal.

Flow Arrow

Intra Integration Process - A input or Output to some other process within the same capability

Output Documents - An electronic document that is created by the process and can be printed (for example - any kind of report).
ChartField / UCM Codes Cross-reference

Legacy Organization Codes
- Level 1
- All Other

Index
- Fund
- Subfund
- Program
- Element
- Component
- Task
- Project

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

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

October 22, 2014