

From: FISCAL CMO

Sent: Wednesday, January 18, 2017 2:23 PM

Subject: FI\$Cal Decision to Include Designated Department of General Services (DGS), Procurement Division (PD) Staff in the Procurement Module Approval Workflow for all Departments

Dear Department Liaison and Department Business Liaison,

Please share the following information with your Procurement and Contracting Staff and Approvers.

FI\$Cal leadership recently made a decision to add three designated DGS/PD approvers to the Procurement workflow for all departments. DGS/PD has authority to transact in FI\$Cal for all BUs, but FI\$Cal does not currently support automated assignment of a different set of approvers for FI\$Cal and non-FI\$Cal departments.

FI\$Cal departments will see these three designated DGS/PD approvers in their workflow when transacting in FI\$Cal for Requisitions, Events/Solicitations, Contracts, and Purchase Orders. Even though these DGS/PD approvers will be in the workflow, they will not process or approve any of these transactions. Instead, FI\$Cal departments shall continue using the current process to manually ad-hoc DGS/PD staff into the approval workflow, whenever required, as outlined in the State Contracting Manual, FI\$Cal (SCM F).

Non-FI\$Cal departments will see these three designated DGS/PD approvers in their workflow when transacting in FI\$Cal for Events/Solicitations. Non-FI\$Cal departments shall continue to use the current processes outside of FI\$Cal whenever DGS/PD assistance is required as outlined in the SCM, Volumes 2 and 3.

For both FI\$Cal departments and non-FI\$Cal departments, although departments will see these three DGS/PD approvers in their workflow, it does not impact departmental processing and approvals.

Additional discussions, research, and analysis is underway by FI\$Cal and DGS/PD (as well as other control agencies) to determine the long term solution for this System limitation.

If you have any questions, please contact the FI\$Cal Service Center at fiscalservicecenter@fiscal.ca.gov.



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