



FI\$Cal

Financial Information System for California

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

for Future Wave, Deferred,
and Exempt Departments

May 1, 2014

Agenda

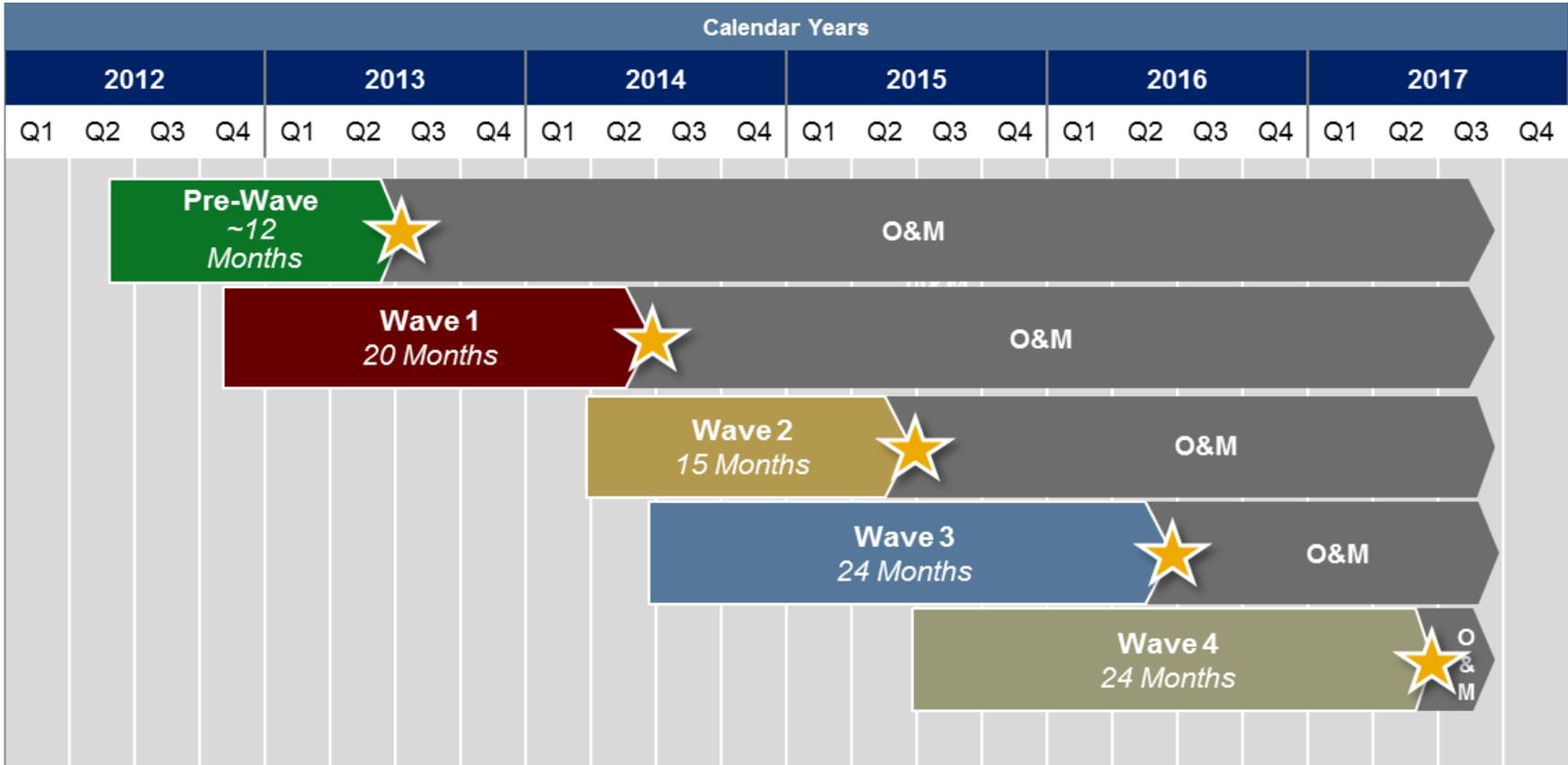
- FI\$Cal Project Overview
- Wave 2 CRP Objectives and Approach
- FI\$Cal Solution Overview
- <Functional Topic Area >
 - Business Process Overview
 - Key Terms
 - Scenarios Overview
 - Covered Requirements
 - Demonstration
 - Key Gaps
- Technology Considerations
- Session Recap

FI\$Cal Project Overview

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

- Four Partner Agencies are working together to form the partnership to support FI\$Cal at the highest level:
 - Department of Finance (DOF)
 - Department of General Services (DGS)
 - State Controller's Office (SCO)
 - State Treasurer's Office (STO)

FI\$Cal Wave Timeline



CRP Objectives

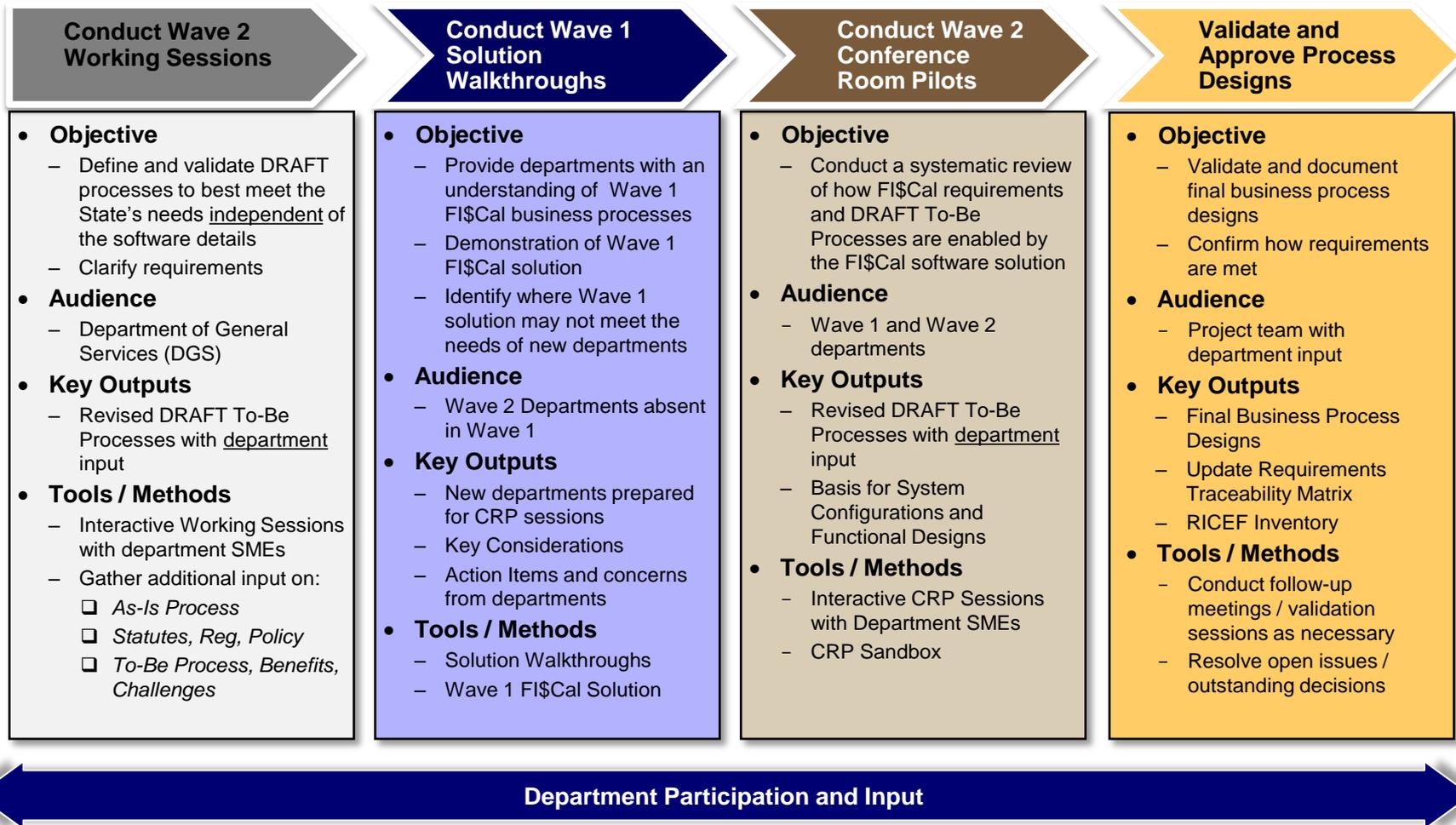
- The Wave 2 CRPs will:
 - Facilitate interactive discussion on “To-be” state business processes
 - Demonstrate delivered software capabilities to meet state requirements
 - Confirm application requirements and identify gaps where business needs are not satisfied by standard software functionality
 - Identify critical concerns/issues for each process area

Business Requirements – Overview

■ What is a Business Requirement?

- Business requirements specify the functionality of an application
- Business requirements collectively represent the “To-Be” state of a system
- Requirements denote common functionality across all Departments
- The FI\$Cal project team contracted with Informatix to facilitate Joint Application Development (JAD) sessions with all partner and stakeholder departments to tailor the baseline requirements to the FI\$Cal project in 2006
- State conducted several rounds of review of the requirements in the past few years
- The current baseline requirement list is taken from the FI\$Cal RFP

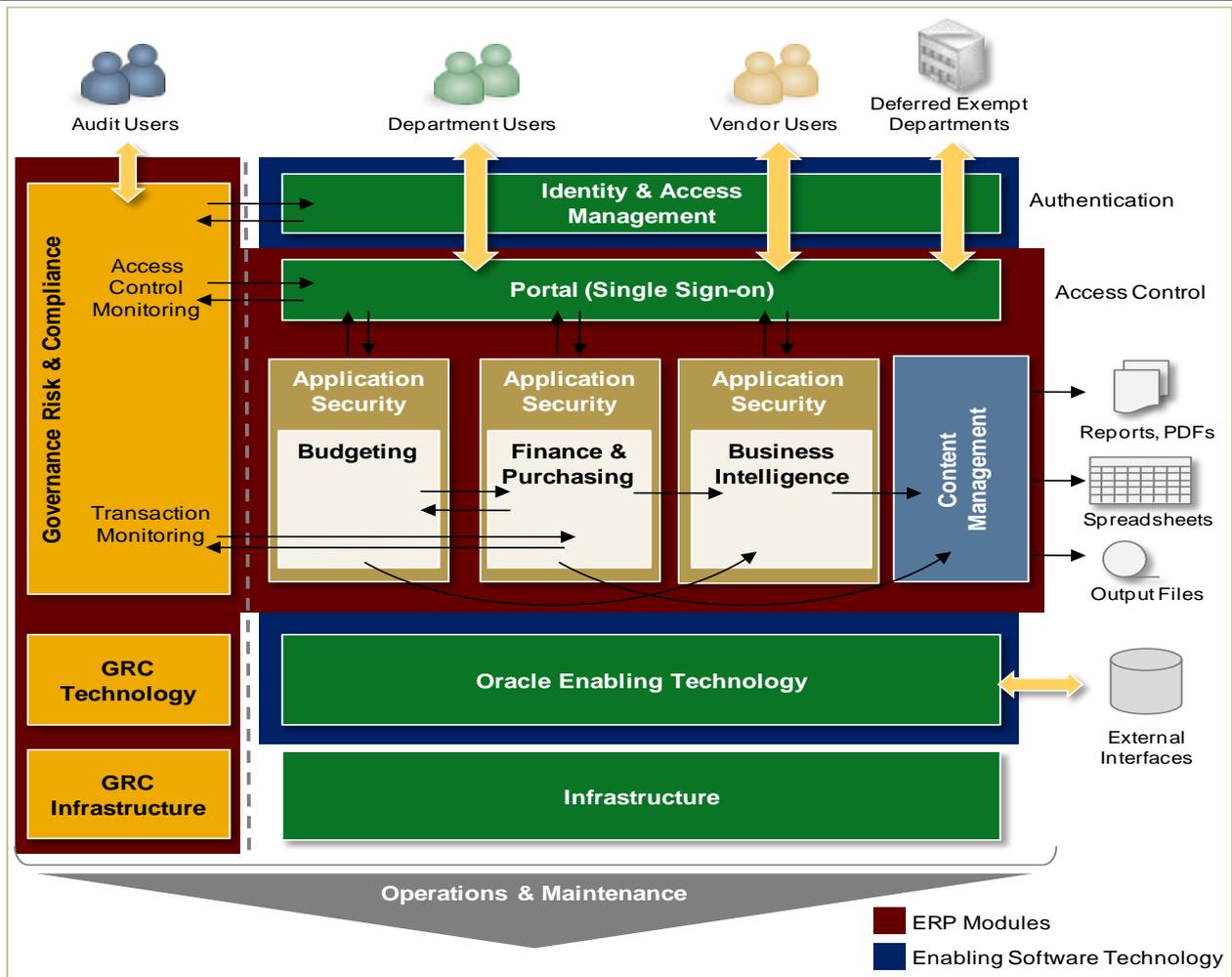
FI\$Cal Design Approach



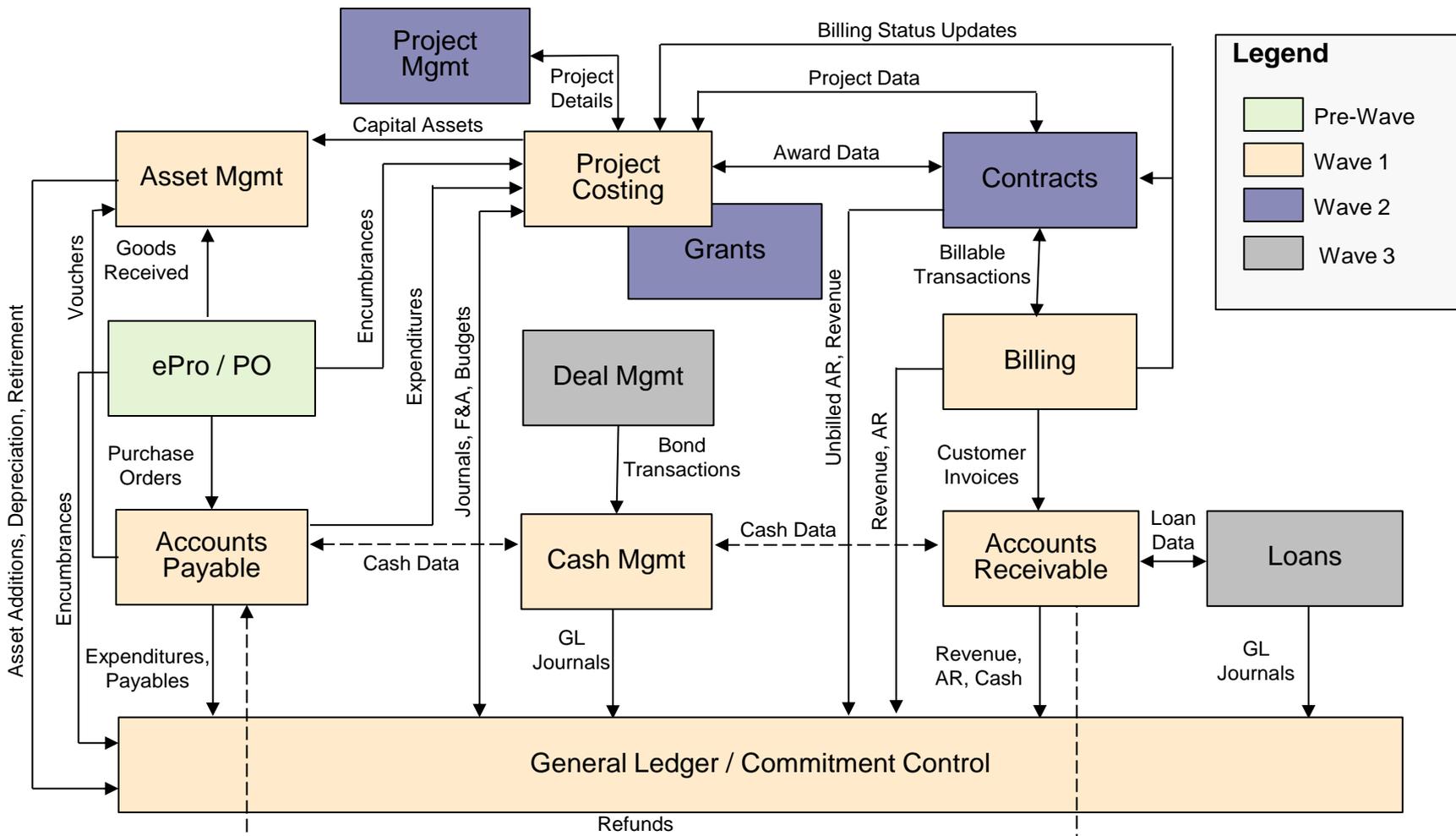
Ground Rules & Guiding Principles

- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, then assume
- **Consider Best Practices** and business process changes
- **Think of the data** and information you require

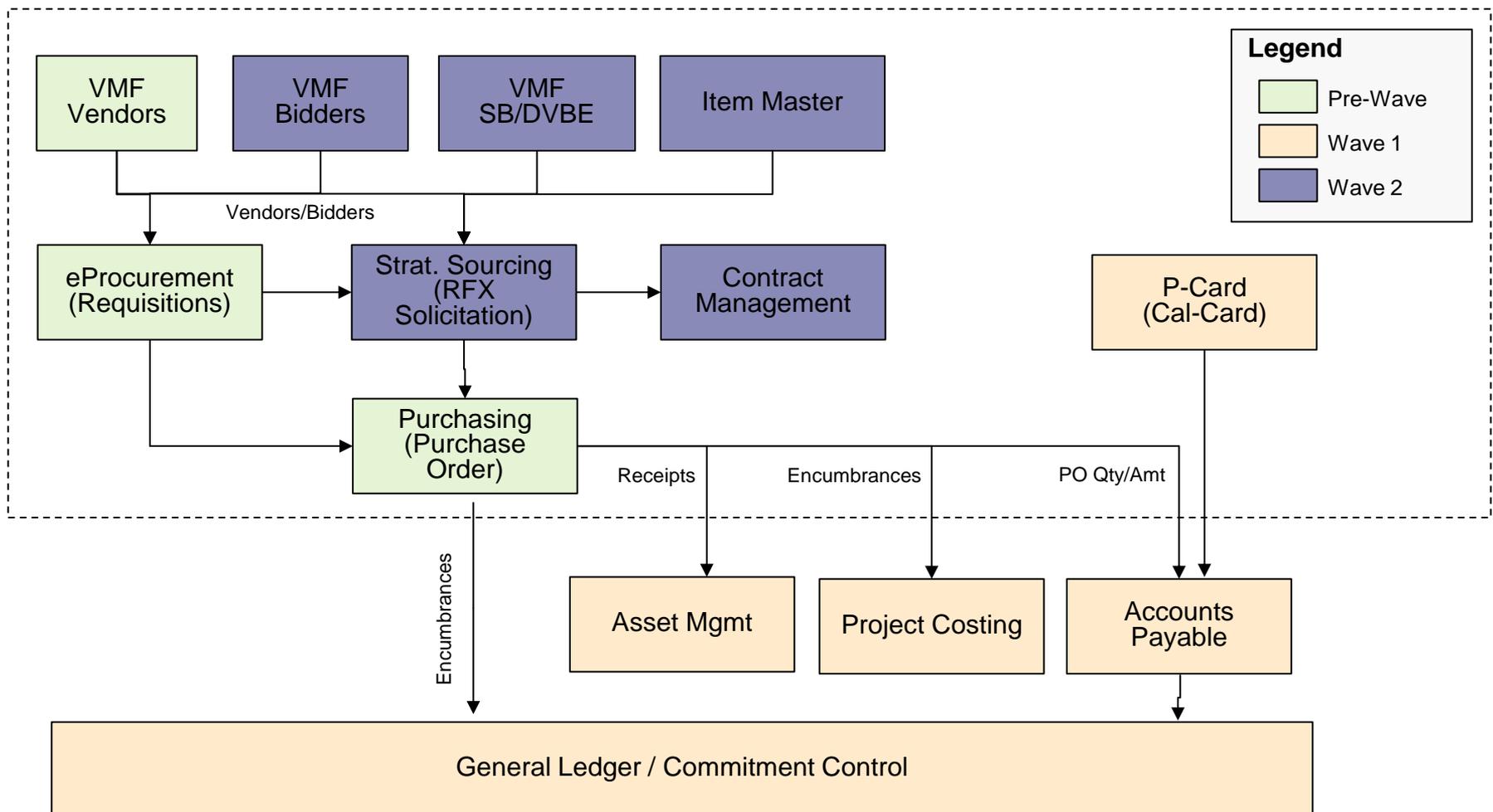
FI\$Cal Solution Overview



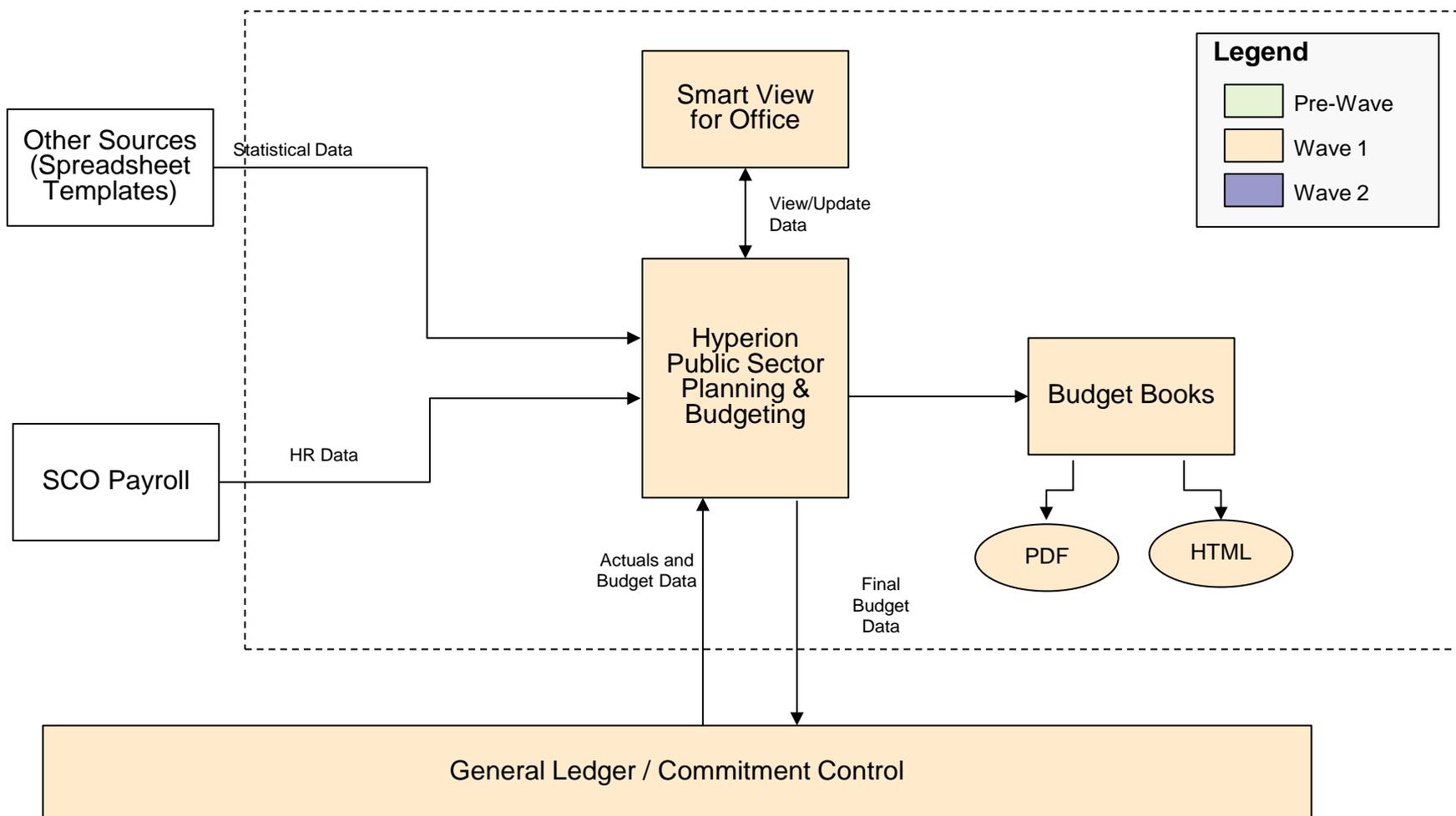
FI\$Cal Accounting Solution



FI\$Cal Procurement Solution



FI\$Cal Budgeting Solution



Future Wave, Deferred and Exempt Depts

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

- SCPRS PO and Contracts reporting
 - Online Entry
 - File Upload
- CSCR Functionality
 - Post solicitations
 - Contractor Ads
 - Progress Payments
 - Online Entry
 - File Upload
- Vendor Entry and Maintenance to support SCPRS reporting

Future Wave, Deferred and Exempt Depts

- Public Inquiry and Reporting
 - All of the Previous items
 - LPA Searching capabilities
 - SB/DVBE Information

Future Wave, Deferred and Exempt Depts

Function	FI\$CAL DEPARTMENTS	NON-FI\$CAL DEPARTMENT
1. Vendors, Bidders, SB/DVBE		
Vendor	Add, Approve, Inquire	Request
Bidders	Register on Behalf, Inquire	Inquire
SB/DVBE	Inquire	Inquire
2. Requisitions	Create, Approve, Budget Check, Inquire	None
3. Solicitations	Create, Collaborate, Approve, Post, Enter Response on Behalf of Bidder, Analyze, Award, Inquire	Post, Inquire (CSCR)
4. Contracts	Create, Approved, Dispatch, Post, Inquire	Record, Inquire (SCPRS) <ul style="list-style-type: none"> • Manual Online Entry • File Upload

Future Wave, Deferred and Exempt Depts

Function	FI\$CAL DEPARTMENTS	NON-FI\$CAL DEPARTMENT
5. Procurement Card	Reconcile, Approve, Dispute, Add Funding	None
6. Purchase Orders	Create, Approve, Budget Check, Dispatch, Inquire	Record, Inquire (SCPRS) <ul style="list-style-type: none"> • Manual Online Entry • File Upload
7. Purchase Orders	Create, Approve, Budget Check, Dispatch, Inquire	Record, Inquire (SCPRS) <ul style="list-style-type: none"> • Manual Online Entry • File Upload
8. Receipts	Record, Return to Vendor, Inquire	None
9. Payments	Create Voucher, Match, Budget Check, Approve, Process Payment	Post Progress Payment

Future Wave, Deferred and Exempt Departments Key Terms

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

Scenario 1: FI\$Cal SCPRS Entry

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

Scenario 1: FI\$Cal SCPRS Entry

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

Scenario 1a: FI\$Cal SCPRS Entry Online

SCPRS Entry

New SCPRS Entry Order

Business Unit:	39800	Purchase Order Date:	07/11/2013
Purchase Document #:	0000000001	*Agency Billing Code:	080013 <input type="text"/>
Cal Card:	<input type="checkbox"/>	PO Total:	\$14,053.190
Blanket PO:	<input type="checkbox"/>		

*Acquisition Type:

*Acquisition Sub-Type:

*Acquisition Method:

Department: Environmental Health Hazard Assessment, Office of

IBond:

BuyerContact: hannatefera

Special Instructions:

Funding:

Consulting Service Justification

*Number of Offers:

*Purpose:

*Potential Beneficiaries:

*Low Bid Not Accepted Reason:

*Justification:

Key Points:

- SCPRS Data Entry Page

Scenario 1a: FI\$Cal SCPRS Entry Online

LPA Contracts

LPA Contracts:

*Start Date: BT

*End Date: BT

Start Year: 2013

End Year: 2014

Items

Personalize | Find | View All | First 1-3 of 7 Last

Item Information | Account Codes BT

Line Number	Item Title	Unit of Measure	Quantity	Amount	Description	Classifications
1	Nvl ZENworks conf mgmnt 1 yr priority mnt 7/1/2013 & 6/30/2014	EA	179.0000	8.99000	Nvl ZENworks conf mgmnt 1 yr priority mnt 7/1/2013 & 6/30/2014	<input type="text" value="43233000"/> <small>Q</small>
2	Nvl ZENworks Asset mgmnt 1instance / user 1yr pirority mnt 7/1/2013 & 6/30/2014	EA	175.0000	4.00000	Nvl ZENworks Asset mgmnt 1instance / user 1yr pirority mnt 7/1/2013 & 6/30/2014	<input type="text" value="43233000"/> <small>Q</small>
3	Nvl Cluster svcs for Ntwr 6.5 & open ent svr cluster svr 1 yr priority mnt 7/1/2013 & 6/30/2014	EA	2.0000	1,498.65000	Nvl Cluster svcs for Ntwr 6.5 & open ent svr cluster svr 1 yr priority mnt 7/1/2013 & 6/30/2014	<input type="text" value="43233000"/> <small>Q</small>

Key Points:

- SCPRS Data Entry Page

Scenario 1b: FI\$Cal SCPRS File Upload

SCPRS File Upload

Business Unit 

File Type XML Upload Excel Upload

Attach File

Attachment:

Key Points:

- SCPRS Upload

Scenario 1: FI\$Cal SCPRS Entry – Key Gaps

- Identification ongoing

Scenario 2 : FI\$Cal CSCR Functionality

- FI\$Cal CSCR functionality includes posting of the following:
 - Solicitations
 - Progress Payments
 - Contractor Ads

Scenario 2: FI\$Cal CSCR Posting

ID		Requirement Description
PD	1.00	The System shall include a procurement system that meets the needs of the Department of General Services, the State Controller's Office, and other State departments.
PD	48.00	The System shall allow selected planning/research or other documents/notices to be posted/removed to/from the California State Contracts Register (CSCR), based on state business rules.
PD	126.00	The System shall automatically, based on state business rules (e.g., for World Trade Organization purposes), post notice of award to the California State Contracts Register (CSCR) .
PD	151.00	The System shall automatically, based on state business rules, post notice of payment to contractor on the CSCR.
PD	170.00	The System shall identify characteristics related to use of the agreement, based on state business rules (e.g., restricted to utilization by multiple entities within a department without exceeding contract value, utilization by various departments either with or without use of a catalog feature, utilization by local government, maximum dollar or quantity allowed per order and/or cumulative for the agreement).
PD	232.00	The System shall include functionality currently provided by the DGS California State Contracts Register (CSCR) (See Appendix G-09 DGS Detailed Information System Descriptions), based on state need (e.g., provide public access to certain aspects of the System).

Scenario 2a: Post Solicitations to CSCR

Create an Event

Event Summary

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy

Event Type:	RFx	Change to Auction	Time Zone:	PDT
Event Status:	Open		Preview Date:	05/20/2014 <input type="text"/>
*Event Name:	<input type="text"/>		Start Date:	05/20/2014 <input type="text"/>
Description:	<input type="text"/>	<input type="text"/>	End Date:	05/20/2014 <input type="text"/>
			Copy From:	<input type="text"/> <input type="button" value="Go"/>
			Time:	11:25AM
			Time:	11:25AM
			Time:	11:25AM

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

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](#)

Key Points:

- Enter Solicitation details

Scenario 2a: Post Solicitations to CSCR

Create an Event

Event Settings and Options

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy Event Type: RFX

Create PDF on Event Post
 Allow Bidder XML Downloads
 Bid Required On All Lines
 Multiple Bids Allowed
 Allow Edit of Posted Bids
 Do Not Use Best Bids on New Rounds
 Display Bid Factor Ideal Value
 Display Bid Factor Best/Worst

Round/Version Display: Display Round and Version

Sealed Event
 Display Bid Factor Weightings

Factor Event Score Into: Total Score Start Price: Do Not Display
 Header Weighting:
 Line Factor Weighting:

Bidders May Create Line Groups
 Allow Price Breaks with Groups

Associated Categories Personalize | Find | First 1-2 of 2 Last

Category ID	Category	Description		
00002	ACCESSORIES	Accessories		<input type="button" value="+"/> <input type="button" value="-"/>
00027	COMPUTER_EQUIPMENT	Computer Equipment		<input type="button" value="+"/> <input type="button" value="-"/>

GoTo:

Key Points:

- Associate Category to Solicitation

Scenario 2a: Post Solicitations to CSCR

Create an Event

Event Header Comments and Attachments

Event ID: NEXT

Enter Comments View All First 1 of 1 Last

Comments: + -

Send To Bidder Include On Award Standard Comments

Add Attachment

OK Cancel Refresh

Key Points:

- Enter Comments and Attachment for Solicitation

Scenario 2a: Post Solicitations to CSCR

Create an Event

Invite Bidders

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy Event Type: RFX

Public Event

Bidder Invitation List Personalize | Find | View All | First 1 of 1 Last

Select	Bidder ID	Bidder Type	Location	Name	*Dispatch Method		
1 <input type="checkbox"/>	PUBLIC_AUC	Public	1	This is a Public Event	Email		

Search for Bidders Dispatch Lines Save Bidders as Group

 GoTo:

[< Return to Event Overview](#)

Key Points:

- Invite Bidders for Solicitation

Scenario 2a: Post Solicitations to CSCR

Step 3: Select Bidders to Invite

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

* Bidder Invitations

Step 4: Invite Collaborators

Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

Event Collaborators

Step 5: Post Event

When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Save Event

Post

Save As Template

Preview PDF

Key Points:

- Hit Post button to post solicitation

Scenario 2b: Enter Progress Payments

Progress Payment

Progress Payment Information

Business Unit  Office of Environmental Health

PO Number 

Progress Payment Reference Number

Payment Amount

Payment Date 

Buyer  Vikas Lad

Vendor ID  Mel's Diner

 Save  Notify

 Add  Update/Display

Key Points:

- Enter Progress Payment Information

Scenario 2b: Upload Progress Payments

Progress Payment File Upload

Business Unit Office of Environmental Health

File Type XML Upload Excel Upload

Attach File

Attachment:

Key Points:

- Upload progress payment file

Scenario 2c: Contractors Ads

Event Details Welcome, Strategic Sourcing
User: Strategic Sourcing

Information On Inquiry Options Bidding Shortcuts: [View Event Activity](#)

Event Name:	test	View Vendor Ad
Event ID:	US001-0000000091	Post Vendor Ad
Event Format/Type:	Sell Event RFx	
Event Round:	1	
Event Version:	1	
Event Start Date:	05/19/2014 9:26PM PDT	
Event End Date:	Event Completed	

Event Description:

test

Contact: Vikas Lad	Payment Terms:	
Phone:	My Bids: 0	
Email: Email ID	Edits to Submitted Bids: Allowed	
Online Discussion: Discuss Event in Forum	Multiple Bids: Allowed	
Live Chat Help:		

Key Points:

- Click View Vendor Ad link to view Ads posted by vendors
- Click Post vendor Ad to post new Ad

Scenario 2c: Contractors Ads

View Vendor Ad

Sub Seeking Prime

Find View All			First	1 of 6	Last
Description	Contact Information	Dates			
Cleaning Solicitation	Vikas Lad	Response Deadline	05/25/14	12:00AM	
	vikas.lad@fiscal.ca.gov	Ad Created	05/25/2014	12:00AM	
	333/333-3333	Ad Updated	05/25/2014	12:00AM	

OK

Cancel

Key Points:

- View Vendor Ad

Scenario 2c: Contractors Ads

Post Vendor Ad

Contact Details

Name

Email ID

Phone

Advertisement Details

Title

Date 

Type Prime Seeking Sub Sub Seeking Prime

Description

Hide Advertisement

Hide Advertisement

OK

Cancel

Key Points:

- Post Vendor Ad

Scenario 2: CSCR Functionality – Key Gaps

- Identification ongoing

Scenario 3: Vendor Entry and Maintenance to Support SCPRS

- Vendors need to exist in FI\$Cal when entering or uploading a PO or contract
- An electronic form is available to request the creation of a new vendor
- The Project will determine when in the process the STD 204 will be obtained

Scenario 3: Vendor Entry and Maintenance to Support SCPRS

ID		Requirement Description
VM	5.00	The System shall capture and maintain vendor information; identify, track, and search for vendors based on single/multiple data elements; and create vendor reports; based on role-based authorizations including:
VM	5.24	Small/Micro/Disabled Veteran Business Enterprise
VM	26.00	The system should allow online Vendor Management File activity/maintenance (e.g., add, update, and purge data) including:
VM	26.01	Through a vendor "self-service" portal, ability for vendors to enroll/register, view, and update/maintain vendor information (including profile establishment for SOS purposes and UNSPSC designation, and self-certification) data elements, security, verification, and approval processes.
VM	26.02	Through a vendor "self-service" portal, ability for vendors to be guided interactively through the registration and update processes, access important information for users (e.g., directions, cautions, disclaimers, and notifications related to privacy laws), and download State forms.
VM	28.00	The System shall allow the vendor to track the status of their registration in the approval/certification process.

Scenario 3: Vendor Entry and Maintenance to Support SCPRS

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

Scenario 3: Vendor Entry and Maintenance to Support SCPRS

ID		Requirement Description
VM	51.01	Vendor Name
VM	51.02	Vendor Number
VM	51.03	Vendor Address
VM	51.04	Vendor Telephone Number
VM	51.05	Vendor Fax Number
VM	51.06	Vendor E-mail Address
VM	52.00	The System should generate a vendor by size report (e.g., small vs. large business) or vendor description report (e.g., number of employees, revenues, number of years in business).

Scenario 3: Vendor Entry and Maintenance to Support SCPRS

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

Scenario 3: Vendor Add Request

Form
Instructions
Attachments

Vendor Request Form

*Subject:

Priority: 3-Standard ▼ Due Date:

Status: Initial

Part 1 : Vendor Information

*SetID:

*Vendor ID: Vendor Status: ▼

Vendor Name:

Reasons/Comments:

Part 2 : Vendor Address Information

*Select Add/Change: ▼

Select Address ID:

AddressDescription:

Address Line 1:

Address Line 2:

City:

Country:

State:

Postal Code:

Reason/Comments:

Key Points:

- Enter the vendor request form to add a new vendor in FI\$Cal

Scenario 3: Vendor Entry & Maintenance to Support SCPRS – Key Gaps

- Identification ongoing

Scenario 4: Public Inquiry and Reporting

Capabilities are available to search for the following:

- PO/Contract (including LPA)
- SB/DVBE
- Solicitation
- Progress Payment

Scenario 4: Public Inquiry and Reporting

ID		Requirement Description
PD	92.00	The System shall post solicitations/addenda to the CSCR, based on state business rules (e.g., exemption of specific types of contracts, rules based on acquisition approach, dollar value, transaction type), with the capability to designate whether the solicitation/addendum is accessible to all or restricted to applicable vendors on the solicitation list or bid list (e.g., vendors on the list not previously solicited, vendors not in the vendor file, only participating bidders).
PD	126.00	The System shall automatically, based on state business rules (e.g., for World Trade Organization purposes), post notice of award to the California State Contracts Register (CSCR) .
PD	132.00	The System shall allow users to view all applicable documents for a procurement transaction (i.e., transaction file) from one location (e.g., each document can be viewed/accessed from the centralized location, there is a standardized organization of items within the transaction file).
PD	133.00	The view of transaction files shall allow grouping by various designations (e.g., department, unit within a department, fiscal year) and provide for restricted access.
PD	207.00	The System shall track various activity/items (e.g., recurring requisitions, non-competitive bid/special category (NCB) contracts, solicitations, orders placed against an LPA, defaults, small business usage) and allow the creation of reports that identify the activity (e.g., for activity related to a specific purchase document or solicitation type, for multiple purchase documents), based on state need (e.g., list detail such as dollar amounts or encumbrances, status, approvals).

Scenario 4: Public Inquiry and Reporting

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

Scenario 4: Contract Search

Contracts for State of California

Search

Search For

Title & Description
 Contract Number

Contract Type

Business Unit

Expire Date To

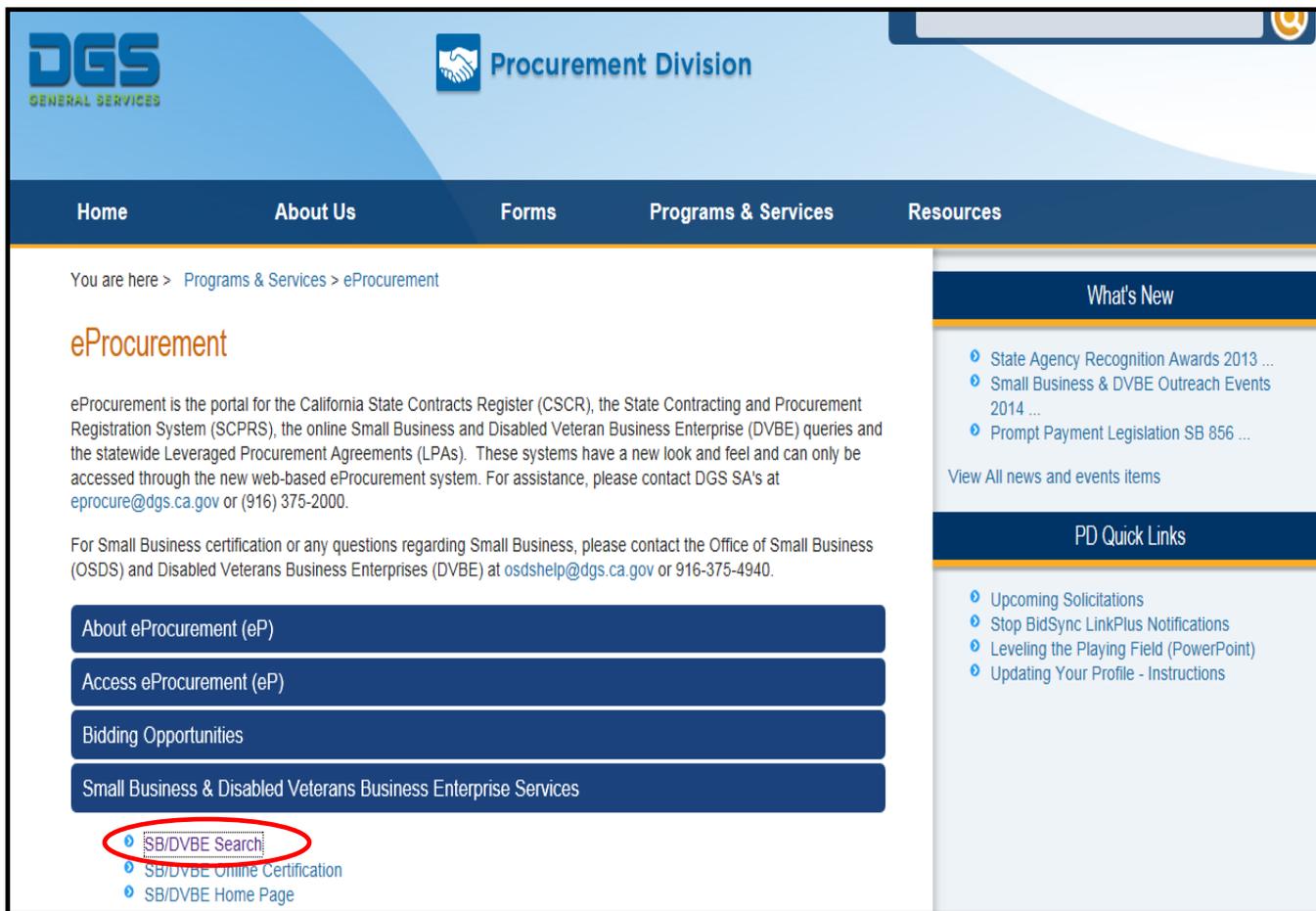
Classifications (UNSPSC) (use commas for multiple codes)

Include Expired Contracts

Key Points:

- Enter search parameters and click Search button to search for contracts
- Hit Clear button to clear the search parameters

Scenario 4: SB/DVBE Search



DGS
GENERAL SERVICES

Procurement Division

Home About Us Forms Programs & Services Resources

You are here > Programs & Services > eProcurement

eProcurement

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

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

- About eProcurement (eP)
- Access eProcurement (eP)
- Bidding Opportunities
- Small Business & Disabled Veterans Business Enterprise Services
- SB/DVBE Search**
- SB/DVBE Online Certification
- SB/DVBE Home Page

What's New

- State Agency Recognition Awards 2013 ...
- Small Business & DVBE Outreach Events 2014 ...
- Prompt Payment Legislation SB 856 ...

[View All news and events items](#)

PD Quick Links

- Upcoming Solicitations
- Stop BidSync LinkPlus Notifications
- Leveling the Playing Field (PowerPoint)
- Updating Your Profile - Instructions

Key Points:

- Click SB/DVBE Search link to search for SB/DVBE vendor

Scenario 4: SB/DVBE Search

The State of California Certifications

Search Certified Firms

Business Name

Vendor /Supplier ID

Certification Type

- Micro Business (MB)
- Small Business (SB)
- Disabled Veteran Business Enterprise (DVBE)
- Non-Profit Veteran Service Agency (NVSA)
- Non-Profit (NP)

Business Type

- Construction
- Manufacturer
- Non-Manufacturer
- Service

Keywords
(please separate multiple keywords with a space)

Zip Code(s)
(please separate multiple zip codes with a comma ",")

City

Service Area

UNSPSC Classifications

NAICS Classifications

Construction/Contractors License Codes

Key Points:

- Enter Search parameters to search for certified firms
- Click Clear button to clear the search parameters

Scenario 4: Solicitation Search

eProcurement

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About eProcurement (eP)

Access eProcurement (eP)

Bidding Opportunities

California State Contracts Register (CSCR)

- [View CSCR Ads](#)
- [Post a Bid \(PDF\)](#)
- [View Progress Payments](#)
- [Special Announcements/Award Notices](#)
- [Alternative Access](#)
- [Exempt Ads](#)

Key Points:

- Click View CSCR Ads to search for posted Solicitation

Scenario 4: Solicitation Search

View Events and Place Bids Welcome, Strategic Sourcing
User: Strategic Sourcing

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Event ID: -

Event Name:

Event Type:

Event Status:

Include Declined Invitations?

Results Should Include:

- Sell Event
- Purchase Event
- Request For Information

Start Date: From: Through:

End Date: From: 05/20/2014 Through:

Item Description:

Categories Personalize | Find | First 1-2 of 2 Last

Category	Description
<input type="checkbox"/> ACCESSORIES	Accessories
<input type="checkbox"/> ACCESSORIES	Accessories

Add Additional Category
Remove Selected Category

[Manage Saved Searches](#) [Save Search Criteria](#) [Basic Search Criteria](#)

Search Results Personalize | First 1 of 1 Last

Event ID	Event Name	Format	Type	End Date	
US001-0000000093	DBA Service	Sell	RFx	23 hrs, 57 mins, 24 secs	Discuss

[Return to Bidding Homepage](#)

Key Points:

- Click SB/DVBE Search link to search for SB/DVBE vendor

Scenario 4: Progress Payment Search

eProcurement

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

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

About eProcurement (eP)

Access eProcurement (eP)

Bidding Opportunities

California State Contracts Register (CSCR)

- ◊ [View CSCR Ads](#)
- ◊ [Post a Bid \(PDF\)](#)
- ◊ [View Progress Payments](#)
- ◊ [Special Announcements/Award Notices](#)
- ◊ [Alternative Access](#)
- ◊ [Exempt Ads](#)

Key Points:

- Click View Progress Payments link

Scenario 4: Progress Payment Search

Progress Payments Search

Vendor / Supplier Name

FEIN

Business Unit 

PO Number 

Progress Payment Reference #

Payment Date Range  To 

Key Points:

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

Scenario 4: Progress Payment Search

Progress Payment Reference #	Vendor / Supplier Name	Business Unit	Department Name	PO Number	Amount	Payment Date	
1 0000000008	ABC COMPANY	3980	Office of Environmental Health	0000000008	89000.000	05/09/2014	+ -
2 0000000009	ABC COMPANY	3980	Office of Environmental Health	0000000009	75000.000	05/20/2014	+ -

Key Points:

- Click Progress Payment Reference # link to display progress payment details

Progress Payment

Progress Payment Information

Business Unit: 3980 Office of Environmental Health

PO Number: 0000000009

Progress Payment Reference Number: 0000000009

Payment Amount: 75000.000

Payment Date: 05/20/2014

Buyer: VLad Vikas Lad

Vendor ID: 0000000044 Mel's Diner

Save Notify Add Update/Display

Scenario 4: Public Inquiry and Reporting

- Identification ongoing

Technology Considerations

- Interfaces
 - SCPRS Upload
 - Progress Payment Upload
- Conversions
 - Active Vendors
- Data Protection
 -
 -

Data Protection Overview

- FI\$Cal will receive and retain various types of data that will need to be protected. All data can be classified as:
 - Public
 - Personally Identifiable Information
 - Sensitive
 - Confidential

- Various state agencies assisted FI\$Cal in the development of a **Data Classification and Protection Framework**

Data Protection Overview

- All data that is received, retained, and transmitted by FI\$Cal protected by:
 - Business Unit
 - Encryption
 - Role Based Access

- In addition, data classified as PII, sensitive, and confidential will receive the additional protection of:
 - Masked
 - Tracking when added, updated, deleted, and read
 - Role Based Access, such as Confidential User

Data Protection – Key Terms

Conversion	Definition
Public Information	Information maintained by state agencies that is not exempt from disclosure under the provisions of state or federal laws.
Confidential Information	Information maintained by state agencies that is exempt from disclosure under the provisions of state or federal laws.
Sensitive Information	Information maintained by state agencies that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss, or deletion. Sensitive information may be either public or confidential.
Personally Identifiable Information	Information that identifies or describes an individual. This information must be protected from inappropriate access, use, or disclosure and must be made accessible to data subjects upon request.

Data Protection - Processes & Fields

Process Name	Field Description
FI\$Cal SCPRS	Buyer ID
FI\$Cal SCPRS	PO Reference
FI\$Cal SCPRS	Buyer ID
FI\$Cal SCPRS	PO Date
FI\$Cal SCPRS	PO Line Number
FI\$Cal SCPRS	Category Code / UNSPSC
FI\$Cal SCPRS	Line Description
FI\$Cal SCPRS	Unit Price
FI\$Cal SCPRS	Line Quantity
FI\$Cal SCPRS	Unit of Measure
FI\$Cal SCPRS	Vendor ID
FI\$Cal SCPRS	Tax Exempt ID
FI\$Cal SCPRS	Agency Billing Code
FI\$Cal SCPRS	Acquisition Type
FI\$Cal SCPRS	Acquisition Sub-Type
FI\$Cal SCPRS	Acquisition Method
FI\$Cal SCPRS	Acquisition Sub-Method

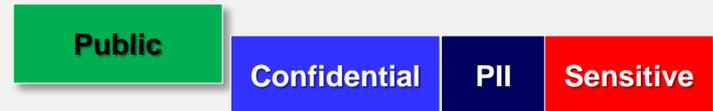
Public

FI\$Cal Standard Protection Framework

Standard Data Protection level For:

Confidential (Protected under the Public Records Act), Electronic Protected Health Information (e/PHI), Federal Tax Information, Notice Triggering Information, Payment Card Industry, Personally Identifiable Information (PII) and Sensitive Information, the following is the Standard Data Protection Level:

1. Mandates that Govern the Collection of this Field – State Administrative Manual (SAM).
2. Federal Tax Information Labeling – None.
3. FI\$Cal Standard Protection Method(s):
 - Business Level Security.
 - Encryption.
 - Masked (SSN, TIN, and Payment Card).
 - Role Based.
4. FI\$Cal Standard Actions to be Tracked:
 - Add, Delete, Update and Read.
5. FI\$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI\$Cal currently).



Procurement classified as Public with the exception of the fields highlighted to be Sensitive

Data Protection - Processes & Fields

Process Name	Field Description	
FI\$Cal SCPRS	SSN	Sensitive
FI\$Cal SCPRS	Tax Information	
FI\$Cal SCPRS	Line Description	
FI\$Cal SCPRS	Ship To Location	
FI\$Cal SCPRS	Location ID	

FI\$Cal Standard Protection Framework

Standard Data Protection level For:

Confidential (Protected under the Public Records Act), Electronic Protected Health Information (e/PHI), Federal Tax Information, Notice Triggering Information, Payment Card Industry, Personally Identifiable Information (PII) and Sensitive Information, the following is the Standard Data Protection Level:

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Public

Confidential

PII

Sensitive

Procurement classified as Public with the exception of the fields highlighted to be Sensitive

Data Protection – Next Steps

- FI\$Cal is expecting this framework confirmed by Wave 1 departments will also meet the data protection requirements of Wave 2 departments
- Opportunity to request additional data protection in Wave 2 task TECH201: Review Data Classification and Protection Framework

Related CRPs

- Requisition, PO, Receipts, P-Card CRP
- Solicitation CRP
- Administer Vendor Contracts CRP
- SB/DVBE Certification CRP

Session Recap

- Key Considerations
 - <Discuss the key input/feedback provided during session>
- Future Action Items
 - <Review open items discussed during session >
- Action Items
 - <List action items discussed during session>
- Concerns
 - <List concerns identified by FI\$Cal team prior to CRP session>
 - <Review concerns discussed during session >

Question and Answer



FI\$Cal Project Information:

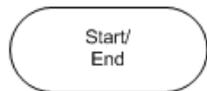
<http://www.fiscal.ca.gov/>

or e-mail the FI\$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov

Appendix

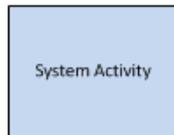
Guide to Symbols in Flows



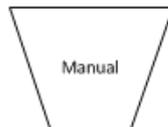
Start/End - Indicates point at which the process begins or ends. Does not represent any activity.



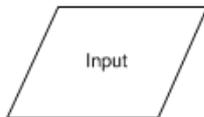
Decision - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.



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.



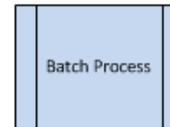
Input Documents - A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.



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.



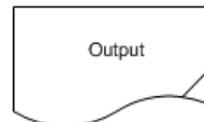
Batch Process - Represents a batch process within FI\$Cal.



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 Cross Reference

