



General Services Agency - Central Services Projects

Project	Milestones	Start Date	Estimated completion Date	Completed Date	Status	Notes
Sustainable Practices Campaign	Develop plan for education and outreach	6/2023	7/2023		In progress	
	Me	6/2023	7/2023		In progress	
	Distribution of Materials to Departments	7/2023	7/2023		In progress	
	Develop continued educational workshops / webinars / videos	7/2023	7/2023		In progress	
	Schedule Educational workshops / webinars	7/2023	7/2023		In progress	
BPO Tracking					In Progress	Working with Auditors office test mode to track spend in MUNIS. Set up in MUNIS needs additional time.
	Work with Auditor for MUNIS Tracking	3/2023	9/2023			
	Develop Procedure	2/2023	9/2023		In Progress	
	Educate County staff on Procedure	10/2023	10/2023		Not started	Educate County Departments on process for tracking BPO's
Parks	Parks Marketing/Outreach Plan	4/2024	5/2023		In Progress	Met with Visit Mendocino
	Parks On-line Reservations	2/2023	9/2023		In Progress	Met with several Reservations software companies. Completing Cost Benefit prior to implementation
County wide GSA Education and Training Program	Work Order Training	2022	8/2023		In Progress	
	MUNIS Receiving and Issuing Reqs	4/2023	4/2023		In Progress	Developing PPT and guide.
	Pcard, Credit Card Training	5/2023	5/2023		In Progress	



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Planet Bids	Post Competitive Bids for CI Projects on Planet Bids	2/2023	8/2023		In Progress	Ready to post. Next bid will be posted.
	Review Competitive Bidding on Planet Bids - GSA only	7/2023	7/2023		Not started	Test the process
	Analysis of Benefit of Implementation of Planet Bids County Wide	6/2023	10/2023		Not Started	If benefit to the County, Move forward.
	Meet with stakeholders regarding Cost for implementation of Planet Bids	1/24	2/24		Not Started	
	Develop Procedure for Planet Bids Utilization	5/2024	7/2024		Not started	
	Develop Training to County Staff	8/2024	10/2024		Not started	Review training materials two weeks prior to training.
	Train County Staff on Planet Bids	5/2025	6/2025		Not started	Start Training close to implementation and after budget cycle.
	Implementation of Planet Bids County Wide	2/2022	7/2025		In Progress	
CAMS	IT Working with CAMS for Data being	2022	12/2023		In Progress	IT timeline for completion is 12/2023
	Update Building List	4/2023	6/2023	6/2023	Completed	
	Data Entry in CAMS - Building List	4/2023	9/2023		In progress	
	Data Entry in CAMS - Properties	4/2023	9/2023		In progress	
	CAMS Implementation	2022	1/2024		In Progress	
	Data Collection - Purchasing, Buildings, Fleet	2022	10/2023		In Progress	2.5 years data
	Analyze data to determine cost per service	8/2023	12/2023		Not started	Add data



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ISF Development	Develop Cost Recovery formula	12/2023	12/2024		Not started	Develop initial cost recovery formula, allow time to refine formula
	Meet with Stakeholders	1/2024	12/2024		Not started	Need to have time to refine formula and address stakeholder questions
	Implementation for ISF	2022	7/1/25		In progress	Need to have time to refine formula and address stakeholder questions
GSA - Recentralization	Review GSA Emergency Plan	4/1/2023	5/1/2023	6/1/2023	On Going	Continuous updating
	Review and Update GSA Task Lists	12/1/2023	4/1/2023		On Going	Continuous improvement and updating
	Update Onboarding Process	10/2022	5/2023		On Going	Continuous improvement and updating
	Review and Update GSA Desk Guides	11/2022	6/2023		On Going	
	Cost Allocation - Review	10/2022	5/2023		On Going	
Grant Administration						
	Bower Park Restoration	12/13/2023	1/31/2026		In progress	Project to be completed by 12/31/2025. Final reports due 1/31/2026. Grant performance 7/1/2021 to 6/30/2026. Total Project - \$2.200,000
	CEC Electric Vehicle	11/16/2022	2/1/2027		In progress	project to be completed by 3/31/2023. Final report due 2/1/2027. Grant performance 11/16/2022-05/03/2027 Total Project - \$824,982



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	Mill Creek - Per Capital Grant	12/13/2023	6/30/2028		In Progress	Grant performance 7/1/2021 to 6/30/2026. Total Project - \$497,000 - State extended the project to end 6/30/2028.
Surplus	Post surplus property on publics surplus.com	2023	2023	2023	On Going	6/2023 - posted 3 vehicles, one car trailer, commercial freezer
EOC	Review and Update EOC Vendor Lists	12/2022	7/2023		In Progress	