



# K A N S A S

JOAN WAGNON, SECRETARY

DEPARTMENT OF REVENUE  
INFORMATION SERVICES

KATHLEEN SEBELIUS, GOVERNOR

**Strategic Sourcing Team Meeting**  
**Location KDOR Docking State Office Building**  
**Learning Center, 11<sup>th</sup> Floor**  
**May 29, 2007**  
**10:00 a.m. to 12:00 p.m.**

## ATTENDEES

Dale Bledsoe, KDOR  
Tim Blevins, KDOR  
Barry Swanson, University of Kansas  
Rick Baker, KDOT  
Ed Ames, SRS  
Brent Helm, SBIDS  
Rita Barnard, SRS  
Chris Howe, Division of Purchases  
\*Paul Geisler, KU  
\*Thurston Smith, Division of Purchases  
\*Barry Swanson, Board of Regents

\*Phone Conference

## AGENDA

- Review & Approval of Last Month's Minutes / Whole Team
  - Minutes from 5-4-07
- Data Gathering Idea's & Discussion / Whole Team
  - Update of New Web Page / Dale Bledsoe
- Discussion on Vendors / Whole Team Review
  - Report on a new Web Hosting & Services Contract / Dale Bledsoe
  - Report on New Statewide IT Training Contract / Dale Bledsoe
  - Audio/Visual Contracts / Thurston Smith
  - Discussion on Sole Source Authorization / Whole Team
- Expiring Contracts List , 6 months out / Chris Howe
  - Expiring Contracts, New Processes / Chris Howe
- Report on Goals & Targets / Carey Brown
  - Report on the MCITS Contract & Team Progress / Carey Brown
  - Telecommunications / Carey Brown

➤ Next Meeting Assignments

**Review of 5-4-07 Minutes**

Rick Baker made appropriate changes to the minutes and the team approved.

**Data Gathering Idea's and Discussion / Whole Team**

Web Page

The individuals working on our webpage have been removed from all projects and assigned to Greensburg needs. They will wrap up our webpage and publish when Greensburg's needs are met.

**Discussion on Vendors / Whole Team**

Web Hosting & Services Contract / Dale Bledsoe

Dale reported that he is still presenting this to different groups to get opinions.

Chris indicated that there are two different contract categories. One is a statewide contract which is mandatory use and the other is a various state agencies contract that is available to all state agencies to use but it is not required. If an agency wants to utilize a vendor that is not on a statewide contract, they will need to request permission.

The Web Hosting and Services contract will be a various state agency contract.

New IT Training & Service Contract / Dale Bledsoe

This contract will also be a various state agency contract.

Audio/Visual Contracts / Thurston Smith

Chris and Thurston are working on naming contracts based on what end-users are needing; i.e. projectors, digital cameras, etc. What has been done over the last year or so is to create a number of contracts using the catalog provided by the vendor. Purchasing hasn't done a very good job of providing search names behind the contract names, so Chris and Thurston are planning on doing an upgrade. This will allow users to better find what they are searching for via the Purchasing search engine.

Thurston indicated that a number of the A/V contracts are going to go away because they are specific to certain agencies and the agencies are not renewing them.

Contract number 09175 for Audio Video Equipment with SKC, Mission Electronics, and Cytek Media are Kansas vendors and will meet eighty percent of agencies needs. Most of these are various agency contracts.

## Sole Source Authorization / Whole Team

Dale handed out a list of sole source purchases made by KDOR for the last four years. He is looking at agencies like KDOR, KDOT, and SRS that use the same sole source contract every single year, creating a lot of paperwork for individuals as well as delaying the process.

Looking at the handout Dale provided, you find the same contract that KDOR received prior authorization in each of the four fiscal years. Dale suggested that we extend the prior authorizations for three to five years to avoid having to get approval every year.

Barry reported effective June 1, 2007, for reoccurring prior authorizations that are always approved; the Board of Regents is going to give the universities the option of using a blanket authorization. This will continue until revoked with annual reports reviewed in Purchasing to make sure they still agree with their original decision.

K-State buys equipment with a five year maintenance contract in the same transaction so they don't have to touch it again for five years.

Chris indicated that eighty percent of prior authorizations that the Division of Purchases receives are not for exact amounts, and of those, ninety-nine percent are never corrected unless they are under priced. Consequently, if you exhaust your money, you have to revise the authorization to receive more money since Accounts & Reports monitors this activity.

There will need to be adjustments made to the instructions for prior authorizations but at this time; we are not sure what changes will need to be made. Dale wants the team to think about this issue over the next month and we can revisit it at the next meeting.

## **Expiring Contracts List, 6 months out / Whole Team / Angela Hoobler**

- The World Wide Technology SUN contract needs to be re-bid. This contract should be offered to a vendor by mid summer.
- The WSCA contracts will be renewed.
- Filenet will be renewed. This is a sole source contract.
- KDOT is in the process of working on re-banding of the 800mghz system with Motorola for Radio equipment. The State of Washington took the lead for WSCA in terms of the re-band effort and established approximately twenty contracts; KDOT has picked ten that apply to them.
- The CISCO hardware bidding is closed but Angela doesn't know the status.
- The LAR is being renewed and will be renewed on an annual basis
- The feedback on the state-wide hardware maintenance contract has not been very positive. Chris feels that the contract was not well promoted and the meeting that Carey and Bob held regarding this contract had low attendance. The CIOs in agencies were aware of this contract but it was getting pushed down into the organizations. So, when purchasing was contacted regarding this contract, they were not familiar with it.

Last summer Chris went to a meeting at the KU Medical Center where STG made a presentation to many of the line level managers who were receptive to the concepts. So, the challenge is figuring out how we maximize a contract like that and who is going to sell it? Chris thinks there is some responsibility on our part to sell it.

- Angela indicated she has a challenge with the Xiotech Storage Area Network Contract, which does not include maintenance. We could have ten different Storage Area Network brands under this new contract. Agencies could use the STG contract to get their maintenance.

### **Report on Goals & Targets / Whole Team Review**

This will be on next month's agenda since Carey Brown is on vacation.

This team decided that the best day for having our monthly meeting is the third Wednesday of each month. The next meeting will be Wednesday, June 20, 2007, on 11<sup>th</sup> Floor of DSOB, Sunflower room.