



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, 11th Floor
February 20, 2008
10:00 a.m. to 11:00 a.m.**

ATTENDEES

Tim Blevins, KDOR
Dale Bledsoe, KDOR/DISC
Chris Howe, Division of Purchases
Beverly Drew, Asset Life Cycle
Carey Brown, KITO
Bob Sachs, Division of Purchases
Paul Geisler, KU
Dennis Brown, Division of Purchases
Lee Harmon, Division of Purchases
Rita Barnard, SRS
Barry Swanson, KU
Jerry Clements, SRS
Jeff Neal, KDOT
Rick Baker, KDOT
Rita Hodges, KDOT
Charlie Woldt, KDOT
Kevin Baldwin, State Surplus
Meranda Peifschneider, KDHE
Steve Berndsen, OJA
Tom Ryan, KCC
Tom Ryan, KCC
*Jim Ingwerson, Dept. of Commerce
*Karen Leslie, Sedgwick County
*Leigh Rush, Bd. Of Indigents Defense
*Brett Talvin, Bd. Of Indigents Defense

*Phone Conference

AGENDA

- Introductions by Each Attending Member

DOCKING STATE OFFICE BUILDING, 915 SW HARRISON ST., TOPEKA, KS 66612-1588
Voice 785-296-3973 Fax 785-296-8602 <http://www.ksrevenue.org/>

- Presentation By Beverly Drew, Owner of “Asset LifeCycle”
- Review & Approval of Last Month’s Minutes / Whole Team
- Expiring Contracts / Whole Team / Chris Howe
- Report on Goals and Targets / Whole Team Review
- Next Meeting Assignments

Presentation by Beverly Drew, Owner of “Asset LifeCycle”

Beverly talked to the committee on information technology waste and how her company provides service for e-waste as well as what to look for when selecting a vendor for technology waste.

Beverly will send Dale an electronic copy of the presentation.

Review of November and December Minutes

Rick Baker submitted his changes for the December minutes.

Tim Blevins submitted a change on the November minutes under expiring contracts. It should read, “Tim reported that the ITEC Security Council wants this renewed for one more year and next year we want to go out with a new contract with all the new products that are being requested.”

Add Karen Leslie to the December minutes as attending via phone conference.

Expiring Contracts List, 6 months out / Whole Team / Chris Howe

- The Remittance Processing System Contract for KDOR has been renewed.
- Performance Management Software has been renewed.
- Industry Management Software will be renewed.
- Bids are in for the Storage Area Networks and there are 9 bidders.
- If we want to re-bid the Software Large Account Reseller we need to start the bidding process now. There have been concerns of SHI not being as responsive as in the past. It appears that the problems were from SHI not understanding the procedures and issues rather problems. Service has improved over the last couple of months. Chris will request a financial report from SHI for the next meeting.
- Chuck is working with DISC on developing specifications for re-bidding the Wireless Local Area Network contract. This one has been renewed several times but Division of Purchases wants to get it re-bid.

Report on Goals and Targets / Whole Team Review

TPR / Bob Sachs

A couple of agencies have not been submitting TPRs to all of the vendors or have been submitting them in a short timeframe so that a lot of vendors don’t have an opportunity to respond. State Purchasing has a minimum of a 3 day turnaround time except for extreme

emergency situations; we just had an incident recently where a TPR was submitted with a 24 hour turnaround time. A vendor was very distressed because he was on the road and a TPR sat on his fax machine, so he missed this bidding opportunity.

Chris said the contract is there to provide some expediency and there are concerns that it's becoming too expedient to a certain degree. Chris doesn't know how big the projects were but if they were significant, such as a hundred thousand dollar project done in twenty-four hours under his name, he tends to get a little nervous. Within our purchasing statutes, we have some very distinct windows and it is unfair to vendors to have that short of a turnaround period..

If there are bids that merit a short timeframe, Division of Purchases is okay with that but we need to set some boundaries. Do we determine it by the estimated total for the project? That might be the easiest and mirrors Division of Purchases rules. If the scope of the project is modestly complex it would take a vendor more than a couple of hours to provide a bid.

In the case of a large, difficult, high caliber project, five days may not be long enough for vendors if the project is over \$100,000.. Bob likes the idea of tying TPR deadlines into the existing purchasing deadlines we have in place now. If there is an urgent need, we do need to leave the door open for emergency situations. For instance, if there is a need that only one vendor can provide the service and that is known going into it, as a courtesy to the vendor, we can go ahead and put it out on a TPR with a short turnaround time.

On the other side, Tim recently needed a resource and the TPR was open several weeks. Tim was told he could not interview any of the resources until all of them have had a chance to bid and the bidding was closed. Tim feels that leaving the bidding open up to fifteen days is alright, but not three, four, or five weeks for pre-approved companies on contract.

Chris asked, "would it be acceptable to this team if we amend the contract to recommend a minimum of three days with a required note to Division of Purchases if the turnaround time is going to be less than three days? A copy of the TPR should accompany any short turnaround request to Division of Purchases.

Chris's request for a TPR to be open for a minimum of three days was approved by the committee. It was also approved that any short turnaround request of less than three days for a TPR be sent to Purchasing along with a copy of the TPR.

MITSC Contract / Carey Brown

There are still evaluation team members that have not submitted their vendor evaluations and we have been at this since October 2007. Carey proposed that we make the awards for group one and two based on the evaluations received. Before doing so, we would bring the big five agencies together for the evaluation recommendation so they would be able to express if they have any strong feelings. This is taking place this afternoon at 3:00 p.m. An award should be offered by the end of this week for groups one and two.

The specifications have been written for groups three and four and a number of individuals have reviewed them. We are currently waiting on designees to serve on the evaluation committee. This will also be discussed at the meeting this afternoon.

Carey indicated that it is time to start thinking about groups five and six, so if your agency has an unmet need and you would like to nominate a group, please do so.

PC Standard Configuration / Lee Harmon & Chris Howe

Next week will start contacting folks to gather PC configuration standards for desktops and laptops. KDOT wants to move forward on getting standard configurations established for Dell, HP and Gateway contracts.

Tim suggested we take the existing standard configurations that were developed approximately ten months ago and incorporate the EP standards as well as energy star. In terms of CPU configurations, the machines as they exist are robust enough to meet any technical needs. We just need incorporate the new model numbers.

Next Meeting Assignments

- Chris will try to have the SHI financial report that is part of the process for reviewing software pricing for the March meeting.

Next meeting will be Wednesday, March 19, 2008, on 11th Floor of DSOB, Sunflower room.