



# 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**  
**Secretary of Revenue Conference Room, 2nd Floor**  
**May 21, 2008**  
**10:00 a.m. to 11:00 a.m.**

## ATTENDEES

Dale Bledsoe, KDOR/DISC  
Rick Baker, KDOT  
Bob Sachs, DOP  
Dennis Brown, DOP  
Steve Berndsen, OJA  
Carla Bishop, KSU  
Connie Torres, KSDE  
Paul Geisler, KU  
Lee Harmon, DOP  
Kathy McDaniel, KDOR  
\*Karen Leslie, Sedgwick County  
\*Peggy Davis, KUMC  
\*Thurston Smith, DOA

\*Phone Conference

## AGENDA

- Introductions by Each Attending Member
- Review & Approval of Last Month's Minutes / Whole Team
- Data Gathering Idea's and Discussion / Whole Team
- Discussion on Vendors & Procedures / Whole Team
- Expiring Contracts / Whole Team / Chris Howe
- Report on Goals and Targets / Whole Team Review
- Next Meeting Assignments

## **Review of March Minutes**

The changes to the April minutes were approved by attendees.

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

### New Idea's for Team Discussion

Paul Geisler expressed the need for KU to obtain address verification software for postal addresses. The software needs to be Peoplesoft compatible. KDOR uses Code 1 Plus software by Group 1 but Paul indicated they only need software that will verify that the student address given is a legitimate address. Dale will check and see what software SRS currently uses to verify addresses.

### Confidentiality Language from FMS

Dale sent out the FMS confidentiality language to team members for agencies to use in contracts as needed.

### Sanitation Best Practices

Dale also sent out the updated version to team members and he presented this version to ITAB.

The ITAB committee saw the film that showed the State of Kansas equipment in a pile of junk in Africa. Dale relayed to ITAB committee the importance of removing property stickers from state owned equipment that has been sent to State Surplus or discarded.

The question, "why do we put State of Kansas on our inventory stickers?" was asked at this meeting. For identification purposes in case of stolen or lost equipment was one response.

Suggestions made were to put the agency number on the property sticker in place of the agency name, or use a barcode. We would probably want to go through Auditing for recommendations or suggestions.

Dale contacted State Surplus and they indicated they don't care where the equipment comes from, so they remove the property stickers as soon as items come in the door. However, per an attendee in this meeting who has shopped at State Surplus, the property sticker has been on equipment he purchases.

Dale presented two ways we can handle this issue to ITAB, 1) put standards in place to make sure we remove all property stickers prior to disposal, but some will inevitably be missed, so ; 2) we could also remove "State of Kansas" from the stickers.

A majority of represented agencies at this meeting indicated they attach property stickers to equipment under \$5,000 for tracking purposes.

## Discussion on Vendors and Procedures

### Report on a new Web Hosting and Services Contract

The contract is now available for use. There are four hosting vendors and five web development vendors on this contract.

### Best Practice on IT Training

SRS uses the training contract with the TPR process and reported the process went well. SRS is realizing cost savings from what they have paid for similar training in the past.

The Insurance Department commented they had recently submitted a TPR for Microsoft Word 2007 Level 1 training for up to thirty-six users to be provided in early June. KATS, one of the providers under the training contract, provided a low cost and could accommodate their schedule and needs. The price was \$56 per student for one day training with a class size of around twelve people.

### IT Sourcing Website / Universal TPR Language

Dale sent this team the new TPR language and there are a couple of changes as follows:

1. If the total estimated TPR is within the agencies spending authority, the agency is free to choose a Contractor through the TPR process or use other means to choose a Contractor.
2. The dollar amounts have been changed to the following:

<b>For TPRs valued at</b>	<b>Closing date</b>
Less than \$25,000	at least 3 business days
\$25,001 to \$100,000	at least 5 business days
\$100,001 to \$249,999	at least 10 business days
\$250,000 and up	at least 21 business days.

The number of business days listed above are minimums and represent larger dollar amounts than the current Division of Purchase Policies. This is because all vendors involved in this contract have been pre-approved. The more complex TPRs will be given longer time frames. Consideration will be given to TPRs that need time for vendors to ask questions. **If a TPR fits into the last category of “\$250,000 and up” serious consideration should be given to using an RFP.**

Names and resumes for all individuals on the Contractor team for the work identified in the TPR shall be identified in the TPR response. Only resumes of persons who are available and shall actually be assigned to the TPR are to be provided.

- The bottom of the second page of the TPR Language document provides you with examples of different TPRs. Go to the Strategic Sourcing Team Web Site and click on the tab marked “Best Practices.” You will then find “TPR Examples,” where you will find examples in many different formats for many different purposes. There is a brief explanation preceding each example.

At this time, there is only one example of a TPR. Dale will be posting more in the next week or two. Dale asked attendees to share any unique TPR examples by sending a copy to him to post, so there will be a variety of examples available.

### **Expiring Contracts List, 6 months out / Whole Team / Lee Harmon**

Lee pointed out two additional contracts that have been added to the report.

- Leader Technology for Teleconferencing Service
- Envision Technology Partners, Inc. for MCH Data Collection System

KDOR has used Leader Meeting through Leader Technology on a couple of occasions and it worked well. Thurston received an e-mail indicating that staff in DISC would like WebEx added to the CISCO contract. KSDE uses Microsoft Live Meeting.

KSU would like to see Leader Technology continue since they use Leader Alert frequently.

Thurston would like feedback from IT staff indicating any additional vendors they would like added to the contract as well as prices agencies are currently paying for teleconferencing. The cost for Leader Meeting is twenty cents per minute per participant.

Thurston said the Dept. of Agriculture wants to acquire a document imaging system and Adrian, with Board of Nursing, is going to help them decide what system to go with. Currently, there are approximately ten agencies using PSI. PSI is increasing its prices; they are a good company but are pricey.

The Leader Technology contract will be renewed.

### **SHI Report / Lee Harmon**

The contract development meeting has been moved to June 11, 2008, at 9:00 a.m. We would like SHI and Microsoft representatives to attend this meeting and have them present what is new and improved with SHI and Microsoft. This will be more of a global presentation and any issues will be global rather than agency directed.

Chris and Lee have invited David Rounds and an in-house Microsoft licensing person from SHI to come to Topeka for the contract development meeting. This would be a good opportunity for them to connect with customers that have issues with SHI. Purchasing is also trying to get Microsoft here at the same time, so they can tag team with SHI, but June is Microsoft's year-end and they are unable to commit to a visit at this time.

To take care of the agencies, Lee drafted a proposal to have SHI arrive Monday or Tuesday evening, June 9 or 10, to allow agencies to meet with SHI on a one-on-one basis. The available time for scheduling a meeting is as follows:

- June 10: 10:00 a.m. – Noon
- June 10: 1:00 p.m. – 5:00 p.m.
- June 11: in the afternoon after the contract development meeting

To schedule a meeting, contact Lee Harmon at 785-296-3029 or e-mail at [lee.harmon@da.ks.gov](mailto:lee.harmon@da.ks.gov).

Lee talked with David Rounds with SHI and David indicated they are committed to filling a core item request within 24 hours. If it is a new product, SHI has to establish a contract as well as a part number, which makes the turnaround time from 48-72 hours. Lee asked SHI to address this to agencies when they are visiting us.

Paul indicated there are two SHI websites; 1) [www.shi.com](http://www.shi.com) and 2) [www.ships.shi.com](http://www.ships.shi.com). According to David Rounds, the [www.ships.shi.com](http://www.ships.shi.com) website is more specific to State of Kansas agency accounts.

There was also a discussion on how orders are placed with SHI. Paul said he requests quotes via e-mail at [kona@shi.com](mailto:kona@shi.com). This goes to the team assigned to Kansas.

The Sourcing team requested Lee to ask SHI to provide agencies with better standardization and to make the electronic catalog easier to use.

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

#### **MITSC Contract / Carey Brown**

No discussion on this contract.

### **Next Meeting Assignments**

- Dale will contact SRS to find out what address validation software they are currently using.
- Thurston has asked team members to let him know if there are vendors they would like added to the teleconferencing contract as well as let him know the current prices agencies are paying for teleconference service.

Next meeting will be Wednesday, June 18<sup>th</sup>, at KDOR Learning Center, Sunflower Room, 11<sup>th</sup> Floor, DSOB, 10:00 a.m. to 11:00 a.m.