



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
Sunflower Room, 11th Floor
September 24, 2008
10:00 a.m. to 11:00 a.m.

ATTENDEES

Dale Bledsoe, KDOR/DISC
Chris Howe, DOP
Carey Brown, KITO
Barry Swanson, KU
Eric Meyer, KHPA
Ed Ames, SRS
Rita Barnard, SRS
Jon Norris, KHPA
Paul Geisler, KU
*Karen Leslie, Sedgwick County
*Peggy Davis, KUMC
*Rick Baker, KDOT
*Chris Dekat, KSU
*Thurston Smith, DOP
*Ilene Phillips, KU

*Phone Conference

AGENDA

- **Introduction by Each Attending Member**
- **Review & Approval of Last Month's Minutes / Whole Team**
- **Data Gathering Idea's & Discussions / Whole Team Review**
- **Discussion on Vendors & Procedures**
- **Expiring Contracts List, 6 months out / Chris Howe**
- **Report on Goals & Targets / Whole Team Review**
- **Next Meeting Assignments**

Review of August Minutes / Whole Team Review

Minutes for August 2008 were approved with recommended changes.

Data Gathering Idea's and Discussion / Whole Team Review

E-Discovery

Chris shared that David Rounds with SHI has been working with Symantec to put together a presentation on E-Discovery from Symantec. E-Discovery gives you the ability to attach a record to a document as well as type in a search keyword to locate a document. There is going to be an RFP put out for E-Discovery type services.

David Rounds would like to schedule a 2-hour demo on Tuesday, October 28, for E-Discovery Symantec software. Chris suggested we have this teams October meeting on that date. Chris did state an Attorney said this would be like a PeopleSoft type project where it will take a lot of money to implement.

Karen with Sedgwick County said they are looking at e-mail archiving and other record retention with keyword search for documents via their on-base products.

Toner Cartridge Inventory

How do agencies handle purchasing for multiple toner cartridges for multiple printers? KDOR is having a problem where a printer is replaced and then there is a large quantity of cartridges unused.

One agency goes through desktop delivery through Corporate Express which comes through Cartridge King so they don't have a large inventory of products that take risk of drying out. You order the cartridges one day and receive them the next day.

Chris suggested agencies check with Cartridge King to see if they would work out a deal such as providing a credit for unused cartridges. Chris also said agencies can give him an inventory list of what the agency would like per cartridge and how to transfer the money along with a contact name then his office will send out request.

Discussion on Vendors and Procedures / Whole Team Review

Adobe / Chris

We only need 100 points to reach the 40,000 point threshold for 10% discount. Chris handed out a report that shows actual purchases as well as the quotes provided to different agencies from SHI that would contribute to reaching our 40,000 goal.

An update will be provided at next meeting.

David Rounds contacted Paul with a promotional offer for the pending release of CS3 / CS4. If you purchase CS3 now with upgrade protection you get a 15% discount on the current price then you automatically qualify for CS4 when it's available. They anticipate a cost increase when they release CS4. Paul doesn't know if this is just specific for the Educational Institutions or if it

included State Government. Paul will forward the e-mail with this information from David to Chris so he can contact David to see if it's available to State Government. (regents only)

Corporate Express / Chris

Staple has bought Corporate Express. Eventually, Corporate Express will merge into the Staples brand.

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

- Thurston is rebidding the Teleconferencing Services contract.
- Remittance Processing System contract will need to be renewed per Dale.

MITSC / Carey

Groups 3 and 4 have been awarded so they are finished. Groups 5 and 6 will be Geographic Information Systems (GIS) and Project Management Consulting or Assistance. If an agency needs a certified project manager and doesn't have one on staff, this will allow an agency to obtain one through this contract. The GIS will heavily be ESRI focused because that is the bulk of our GIS within the State, but we'll also cover Intergraph because KDOT has a large base of it.

Ivan Wiechert will be the point driver for the spec on the GIS side and Mary Grace will be the driver for the spec on the Project Management group.

Volunteers are needed for evaluation committee participants. If you have an interest, please let Carey know.

CITO / Carey

Carey handed out the approval process document.

Any acquisition that is competed, whether it's a TPR, RFP, or IFB that is tied in to a project, requires CITO approval prior to going out on the street.

It was suggested to update the policy procedures for CITO requirements so agencies are more familiar with the procedures.

IT Training Contract / Dale

A refresh is being done on the IT Training Contract and we have 20 additional vendor proposals to evaluate. We will be looking for individuals to participate with the reviewing process.

Next Meeting Assignments

- Adobe Acrobat Update
- Check status of refresh for the Fishnet Security Contract

Next meeting date is TBD.