

# State Use Meeting

October 11, 2012

(As Revised December 13, 2012)

Hosted by

**KETCH, Wichita KS**

## ***Committee Members Present***

Steve Gieber, KCDD, Committee Chairman  
Barry Swanson, University of Kansas. Vice-Chair  
T - Chris Howe, Director of Purchases, Secretary  
Brenda Maxey, TECH Inc.  
Darren Muci, USD 259  
T- Norm Wilks, USD 490  
Rep. JoAnn Pottorff  
Sen. Oletha Faust-Goudeau

## ***Member Not in Attendance***

Suzy Reber, Envision

## ***Guests Present***

Robert Bieberle, Cottonwood  
Natalie Bright, Bright & Carpenter  
Cheryl Buxton, Kansas Procurement  
Mark Calcote, Staples Advantage  
Shelby Fry, TARC, Inc  
Norris B. Gilman, TECH  
Tim Harrington, Cartridge King  
T - Jesse Hodgson, Kansas Procurement  
T - Sherry Jackson, DSNWK  
Dan Jensen, KETCH  
Mark Little, Staples Advantage  
Sharrilyn Smith, OCCK  
Pat Terick, BTCO

T = Attended by Telephone Conference Call

## **Previous Meetings Minutes**

A motion was made to approve the previous meetings minutes.  
Motion was seconded. Motion Passes.

## **Committee Reports**

***Self-Evaluation Surveys*** – Darren Muci reported that he was in the process of reviewing the previous survey and would be sending an email to the State Use community with a new survey, and he expected to have results prepared for the December 2012 meeting.

***Pricing Issues*** – Chris Howe reported that the 2013 Catalog pricing was being incorporated into the pricing comparison spreadsheet that has catalog pricing since 2000. The Catalog Development Schedule for the 2013 catalog will be discussed during Old Business.

***Job Description Development / Grant Development*** – Barry Swanson reported that his staff had prepared the grant application and had turned it in in a timely fashion, on September 14<sup>th</sup>. No word yet from the Kansas Health Institute on how the application was received, but he expects to hear something by December 1<sup>st</sup>.

***Process for New Item Submission*** – Chris Howe reported for Suzy Reber that several vendors have added new items for 2013 catalog, but that there had been no mid-year submissions to-date.

***Kansas Employment First Initiative*** – Brenda Maxey reported that the Employment First Commission had received the official statement from the State Use Committee, but that the Commission was looking for a letter from the Department of Administration indicating that the State Use Program is the only program within the department related to the EFI. Chris Howe reported that he will get in contact with DofA contact Pat Witt about the letter.

## **Old Business**

***Implementation of 2012 Session - HB 2453 – Preferences for bidders who employ and provide health insurance for persons with disabilities and who make purchases from the State Use Vendors (Chris Howe / Jesse Hodgson)***

Chris reported that he and Jesse Hodgson were working on the guidelines for implementation of HB 2453 (KSA 75-3740d), including:

- Meeting with Department of Administration managers for status updates and feedback
- Met with Lt. Governor's office, community advocates and a rep from vendor community to seek their feedback on progress-to-date.

- Jesse has worked with the State Employee Health Plan on the health insurance part of the bill. He's created a template to help the applicants share the details of their plan and whether or not it matches the State's health insurance.
- Working with KDADS on a protocol for confirmation of workforce
- The team is working to make the application as simple as possible
- When ready, the application will be placed on Procurement website
- Meeting with Martha Gabehart and advocates on developing a marketing plan

### **Catalog Development Schedule**

Members of the Committee-on-the-Whole had a telephone conference call Friday, October 5. The highlights of the discussion included:

- Many of the qualified vendors didn't make many changes to their offerings this year, including price
- An effort to check pricing on printer cartridges was underway due to a few price increases and the addition of new OEM catalog items
- Envision has offered a new product line GOJO Air Fresheners at prices lower than current contract providers
- Attendees were encouraged to contact Chris Howe if they had any questions or concerns about the catalog.

A final committee conference call on Tuesday, October 23 at 10:30a. Committee members were to review the materials one more time before then.

### **New Business**

***FY12 State Use Vendor Report*** – Natalie Bright reported that the FY12 report is nearly complete.

- Staples (Ken Perdue) is working on their report.
- Draft will be circulated before the next meeting
- Increased overall sales: FY11 - 7.2 million to FY12 - 7.5 million.

### **Other Business**

**2013 Meeting Schedule:** The Committee discussed and agreed to the following 2013 Meeting Schedule.

**6 meetings per year - First Tuesday of the Month beginning February at 1:00p**

February 5, 2013 - Topeka – Hosted by Procurement and Contracts

April 2, 2013 - Wichita – Hosted by BTCO

June 4, 2013 - Salina – Hosted by OCCK

August 6, 2013 - Emporia – Hosted by Cartridge King

October 1, 2013 - Topeka – Hosted by TARC

December 3, 2013 - Wichita – Hosted by USD259

**2013 SUPRA Conference** – SUPRA has announced that their 2013 Conference will be held in Tampa, Florida during the week of January 21<sup>st</sup>. The initial mailing was for soliciting sponsors; Chris sent a copy of that information out via email. More information to come as it becomes available.

### **SUPRA Annual Survey and Employment Report**

SUPRA has mailed a copy of their 2011 Annual Report. Chris has had his staff scan the book and post it to the Procurement and Contracts website. <http://da.ks.gov/purch/SUPRAREport2011.pdf>

SUPRA sent the data requirements for the 2012 Report. Data for 2012 is due no later than December 12, 2012.

Steve Gieber and Chris Howe agreed to work together to put together a tool that includes directions on what to do with the survey, send out to vendors, and put together a spreadsheet of data.

### **Mailing from a 501C3 Agency Trust**

Chris had received a mailing from a 501c3 company that would allow vendors to set up their own trust funds to pay their own unemployment. Brenda Maxey reported that TECH uses First Non-Profit and has been very successful. Information was simply made available and each state use vendor would need to make an independent decision.

### **Stakeholder Feedback**

Ron Pasmore gave an update on work of the Kansas First Initiative.

A separate presentation was given to the Kansas Commission on Disabilities by the Coalition for Opportunity.

### **Meeting Adjourned**