

**COUNCIL OF BUYERS
MEETING MINUTES
September 22, 2015**

Members/Attendees	School	In Attendance	Conference Call	Absent
Antoniak, Ed	UOM		√	
Arnold, Jon	COSCC	√		
Blain, Judy	APSU	√		
Bunch, Sharon	TSU	√		
Butts, Constance	UOM			√
Clark, John	PSCC	√		
Crisp, Kathy	MTSU		√	
Desrochers, Suzanne	APSU	√		
Dunn, Connie	CLSCC		√	
Fennell, Charles	SWCC			√
Flynn, Angela	TBR	√		
Fox, Alisha	CLSCC			√
Hamer, Lynn	WSCC		√	
Harris, Lana	SWCC			√
Hemrick, Dart	JSCC		√	
Hodges, Mark	TBR	√		
Hull, Judy	TTU	√		
Jansen, Anita	TBR	√		
Jones, Randall	NESCC		√	
Lowe, Doris	ETSU	√		
Martin, Ron	CHSCC		√	
McGovern, Terry	VSCC	√		
Morrell, Jayne	ETSU	√		
Nabors, Jim	UOM		√	
Owenby, Wilma	CLSCC		√	
Presley, Dana	RSCC	√		
Pritchett, Will	MTSU		√	
Pugh, Wayne	TBR	√		
Ridgeway, John	TCAT McKenzie		√	
Robbins, Canty	UOM			√
Sims, Joel	TSU	√		
Smith, Jo	NSCC	√		
Stafford, Camilla	MSCC		√	
Staples, Mary Jane	MTSU			√
Turpin, Danice	TCAT Harriman			√
Wallis, Donna	TTU	√		
Walls, Leigh	MTSU		√	
Watts, Amy	DSCC	√		

The meeting was called to order at 9:00 am.

Attendance was taken by Anita Jansen.

Draft Purchasing Policy/Purchasing Manual Discussion

The meeting began with a discussion of the draft Purchasing Policy and draft Procurement Manual that had been provided to the Council for review. Angela explained to the Council that goals of this project have been to redesign the policy absent procedures and develop a Procurement Manual, with the hopes of being able to make routine procedural changes without having to obtain full Board approval. Vice Chancellor Sims will work with the Board to explain the new proposed process and define a timetable/process for edits to the Procurement Manual.

Angela asked the Council to provide any written comments regarding content, for either draft, by Tuesday, September 29th, as the goal is to have the drafts ready for business officer review at the October business officers meeting. The effective date of both documents would not be until Board approval is obtained.

Two (2) specific proposed additions/changes are as follows:

1. A new provision that will allow Institutions to directly negotiate with that vendor for the commodity/services provided for in a General Services Administration (GSA) Contract. The price shall not be higher than that contained in the contract between the GSA and the vendor affected.
2. A change which will allow an Institution to issue purchase orders off a previously approved TBR Contract without requiring System Office approval of the purchase order when the order exceeds the \$250,000 System Office approval threshold. This will only apply to TBR Contracts that have received System Office approval. Angela pointed out that it will now be the sole responsibility of the Institution to ensure that the items procured are part of the TBR contract referenced and that there is a clear line to the underlying contract for audit purposes. Orders via UT Contracts, State Contracts, and Cooperative Contracts will still require System Office approval.

Angela provided a brief description of the effort, time and commitment that each member of the policy and manual revamping committee had provided to the project. The committee members included Angela Flynn, Wayne Pugh, Judy Hull, Dana Presley and Will Pritchett. Angela thanked everyone for their hard work and commitment to the project.

Electronic Signatures Guideline/Docu-Sign Update

Wayne Pugh informed the Council that a group of System Office staff has been discussing/working on a revised electronic signature guideline/policy. The staff members include Dale Sims, Tom Danford, Angela Flynn and Wayne Pugh. At this point Wayne has provided the group with a draft for review. The Council will be updated as this progresses.

Angela updated the Council that discussions are still taking place between the System Office and Docu-Sign. Docu-sign has two pricing models, a monthly subscription rate or an enterprise wide license.

The monthly subscription rate is substantially cheaper than enterprise license; however, the monthly subscription rate is on a per user basis and is very limited with regard to capabilities. If the procurement details are finalized, TBR Purchasing and TBR Human Resources have agreed to test this initially, with hopes to additional departments, processes and TBR Institutions to the process. At this point in time there is no specific time table for testing to be complete; however, it is thought that perhaps a six month testing period might be sufficient.

State Language Changes/Additions

Angela then directed the Council to the handouts pertaining to the State language changes and additions, with a brief review of the handouts provided regarding State Sales and Use Tax language, Click Wrap language and protest procedures. Upon review of the changes/additions, the Counsel elected the following:

1. State Sales and Use Tax - to maintain its current language for use
2. Click Wraps – to use this addition. Angela and Wayne will work on the language for contracts, PO Terms, RFQ/RFP terms, etc.
3. Protest Procedures – the language was discussed and the Council was asked to review further and reply to Angela in the next week if they felt any or all should be incorporated in the TBR language.

Federal Grants-OMB 81 Update

With regard to Federal Grants and OMB 81, Angela informed the Council that the new procurement requirements have been further postponed until July 1, 2017. This postponement is a direct result of a national request, including TBR, to reconsider the micro purchase threshold of \$3,000. Specifically the request asks for consideration of increasing the micro purchase limit to \$10,000 which is the limit for many higher education institutions where a competitive process is required.

TBR/UT/SOT Collaboration Efforts

Angela provided the following updates on Collaboration efforts with the State and UT:

1. HVAC/Plumbing/Electrical Sub-Contractor RFP/Award – The contracts have been awarded; however, Angela provided the Council an analysis of the contract rates done by TTU against what they are currently paying under their local contracts. This analysis shows huge disparities in the pricing. Angela has informed the State and, at the State's request, provided TTU's contracts. The State wants to review to make sure the pricing is an apples-to-apples comparison. Angela encouraged the Institutions to carefully review the newly awarded contracts to determine what is in the best interest of the institution for its needs going forward. As previously mentioned, institutions are not required to use the new State contracts if its current local contract pricing is cheaper than these state contracts.

2. Procurement Card RFP – the committee is currently working through the RFP specifications and the state is consolidating all the pcard data provided by the institutions. Angela will continue to update the Council on the progress.

Huron Updates

1. Strategic Sourcing Group Initiative – There will be a Strategic Sourcing Group meeting this afternoon. Angela informed the Council that Huron representatives will be in attendance at that meeting to participate in the strategic sourcing discussion and to present Huron's Business Case Example. Huron has the resources, time and ability to analyze and guide the TBR to a more streamlined way of doing business.
2. Bookstore Contracts – Pursuant to the Huron report, a consolidated bookstore contract for community colleges was recommended. Vice Chancellor Sims informed the Council that this topic was discussed at the most recent Community College Presidents Meeting. There are two (2) contracts expiring in 2016 (Jackson State and Chattanooga State) that will most likely be extended by Purchasing Policy Exception to align with efforts for a group RFP in the future.

Vice Chancellor Sims also stated that the news about facilities outsourcing has been distorted and not what the governor is actually trying to convey. The TBR System Office will continue discussions with UT and the State regarding this issue and will keep the campuses updated.

Contract Monitoring

As part of the work of the Strategic Sourcing Group, a revised Contract Monitoring Plan has been developed and was distributed to the Council. Angela asked the Council to review the form and provide any feedback. In addition, Angela provided the Council a spreadsheet of all the System Office Contracts that are monitored, with some indicating upcoming monitoring meetings. Angela asked that the Council send in any questions or concerns pertaining to any of the vendors listed for upcoming meetings. Angela indicated that the spreadsheet will continue to be revised and updated.

Per the spreadsheet, upcoming monitoring meetings are scheduled with SciQuest, National IPA, Adobe/CIA, Pomeroy, Staples TCPN and Truescreen. Angela asked the Council to let her know if there are any comments or concerns to be addressed during the meetings.

Data Privacy and Security Language Update in *Pro Forma*

Angela informed the Council that replacement language pertaining to the *pro forma* Contract had been included with the attachments to the Council meeting agenda. Angela advised the Council that if there are any questions or needed clarification to please contact Lou Svendsen in Legal Counsel, but the new language should be used beginning immediately.

Cooperatives

Angela opened the conversation up to see if any Council members wanted to discuss contracting with additional cooperatives at this time. Angela had received some questions since the last Council meeting about cooperatives that TBR was not currently under contract with. One cooperative had reached out to the System Office indicating that an institution was interested in moving forward but after further review, the institution was not interested in the product/services at this time. No one was interested in moving forward with any new cooperatives at this time.

Accessibility Update

Angela informed the Council that the Accessibility Portal/Web Form is now live and can be found at <https://aimt.tbr.edu/>. It is the responsibility of the accessibility coordinators to input vendors that have been vetted so that the portal can be accessed by all institutions to assist in working through accessibility issues with vendors. The overall goal is keep each institution from having to determine accessibility compliance individually.

SciQuest

1. Consortium Metrics/Data Presentation – Angela asked that each Council member be prepared to make a presentations pertaining to its data collection and customer services efforts at upcoming Council meetings. Institutions should be utilizing its SciQuest System to make strategic decisions for positive improvements in procurements and contracts. Angela will reach out to institutions prior to upcoming meetings to present its efforts to the Council.
2. Dell Customized Punch-out Premier Pages – Angela informed the Council that the TBR Purchasing and Contracts Office has communicated with both SciQuest and Dell representatives and the decision had been made that if the pricing is the same as or lower than the University of Memphis Dell Contract pricing, then it is acceptable for Dell to create custom Premier pages for each institution. Angela asked the Council to notify the System Office if there are any pricing issues with the Dell after its Premier page has been established.
3. Client Partner Change – Kenneth King is the new Client Partner for some of the Council members. A show of hands was asked for to determine how many Council members had been contacted by Mr. King. Approximately half the Council raised their hands in acknowledgement that Mr. King had already been in contact. Angela informed the Council that Toni would still be the Client Partner for approximately half the Council members and that Toni would remain the System Office Client Partner and main contact regarding all SciQuest information system-wide.
4. TSM Update – Angela informed the Council that the integration between SciQuest's TSM Module and the Ellucian Banner Product was now underway and as a result, the TSM project is moving forward again. The TSM Focus Group is scheduled to meet September 29th and 30th. Angela provided the Council with a Gantt chart showing the TSM Project

milestones/deadlines, with testing to begin in January 2016 and a go-live date of April 2016. Angela will keep the Council updated on the project progress.

Current Strategic Sourcing System Initiatives/Updates:

Recently Awarded Solicitations-

- Title IX/Campus SaVE Online Training for Employees (Everfi Inc., TBR Contract No. 104961)
- Audio/Video Streaming for TBR Board Meetings (Tennessee Tech, TBR Contract No. 105101)
- Sign Language Interpreting & Transcription Services (Interpreting Associates, TBR Contract No. 105110 – limited 6 month term) – TBR has released a new RFP for Transcription Services
- Online Course Management System RFP (D2L is the successful proposer the new contract is under discussion negotiations)
- Allied Health Web-Based Database Application (Four-D Software, dba Medatrax, TBR Contract No. 105108)
- Website Planning and Development (Palantir.net, TBR Contract No. 105111)

Issued RFPs/RFQs –

- Curriculum Management Software (Opened 9/16/15, under technical review)
- Disability Services Software (Opens 10/8/15)
- Affirmative Action Software (Opened 9/4/15, under technical review)
- Transcription Services (Released 9/18/15, Opens 10/28)
- Title IX/Campus SaVE Online Training for Students (Opens 9/28/15)
- CDR Project (To be released 10/2/15)

RFPs/RFQs in Process/Upcoming –

- TCAT Grant Equipment RFQs (Diesel, Machine Tool, Welding Adv. Mfg)
- Media Coaching (To be released during the late October/November timeframe)
- Travel Agency – International Group Travel (To be released by 12/31/15)
- Marketing Services (System Office) (To be released during the late October/November timeframe)

Other Updates

- Institution Updates – Roane State and several institutions commented on issues with Stericycle, a hazardous waste disposal company related to contract

terms. Angela asked that institutions provide contract documentation to her and Wayne for review and possible discussion with the vendor.

- Student Athletic Insurance – Insurance provided by AON, BMI is the actual broker.
- Student Liability Insurance– Institutions with policies expiring in the months June – October should have received their 2015/16 policies. Angela apologized for the delays as there was some employee turnover with AON.
- Upcoming Reports – With regard to the Diversity Report, the GoDBE Office has indicated that RFQs are to be reported in addition to RFPs.
- SciQuest Regional User Group (RUG) – The Regional User Group is being conducted this Wednesday and Thursday, September 23rd – 24th, here in Nashville.
- TAGM - Angela informed the Council that TAGM is being held in Birmingham, AL. at the Westin Hotel, October 4th – 7th.

The meeting adjourned at 11:45am.

Minutes were taken by Anita Jansen and Mark Hodges.