

**COUNCIL OF BUYERS  
MEETING MINUTES  
January 7, 2016**

<b>Members/Attendees</b>	<b>School</b>	<b>Conference Call</b>	<b>Absent</b>
Antoniak, Ed	UOM	√	
Arnold, Jon	COSCC	√	
Blain, Judy	APSU	√	
Bunch, Sharon	TSU	√	
Butts, Constance	UOM		√
Clark, John	PSCC	√	
Crisp, Kathy	MTSU	√	
Desrochers, Suzanne	APSU		√
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	√	
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	√	
Thompson, Bethany	PSCC	√	
Watts, Amy	DSCC	√	

### Welcome/Opening Remarks

Angela welcomed everyone by wishing a happy New Year to all and called the conference call meeting to order at 9:30 am. Angela assured everyone that while the agenda looked packed it was 70% updates and should move quickly and then the floor would be open for questions.

Attendance was taken by Anita Jansen.

### Policies/Guidelines

Angela updated the Council on TBR Policies and Guidelines with a brief discussion pertaining to the Purchasing Policy and Procurement Manual. The Purchasing Policy and Procurement Manual have been approved and were included with the other agenda items. Angela informed the Council that Vice Chancellor Sims specifically requested that the format of the Procurement Manual be a TBR Guideline in lieu of a manual. Angela further explained that Mickey Sheen in the General Counsel's Office added an interactive table of contents to the document.

Angela informed the Council that the Purchasing Policy and Procurement Manual had been sent to the Council late yesterday evening and explained that if Council members had not had a chance to review the document to please conduct a final review and to contact Angela by the close of business Tuesday with any questions or comments. The Purchasing Policy and the Procurement Guideline will be officially routed this quarter.

Also attached were drafts of the Approvals Policy and the newly proposed Contract Policy. Angela told the Council that the committee had been meeting diligently to review and revise these documents. As an update, Angela informed the Council that the committee was currently between halfway to two thirds of the way through the Contract Guideline (G-030) revision. Angela further explained that the Approvals Policy and Contract Policy and Guidelines will not be officially routed until next quarter but had been sent out for Council review. As with the Purchasing Policy and Procurement Guideline, Angela asked that the Council review the Approvals Policy and Contract Policy and to email any questions or comments to Angela.

For committee members working on the revision of the Approvals Policy, the Contract Policy and Guidelines a new schedule will be sent out with the next meeting dates.

### SciQuest

The System Office recently held its annual review of the SciQuest contract with Representative Toni Harris. Ms. Harris provided a Power Point presentation which the System Office has made available to the Council members. The Power Point presentation provides examples of cycle times per institution, top dollar spend, license detail, etc. This Power Point presentation was intended for institutions to see the broad scope of the system and also as an informational tool. Angela asked the Council members to email the Purchasing and Contracts office if there were any questions or comments specifically pertaining to the data.

Angela brought to the Council's attention that Page 17 of the Power Point reflects the consortium spend analysis. This analysis included spend data from fiscal year 12/13 through 14/15. Angela reminded the

Council that not all the institutions were on board with SciQuest during the 12/13 fiscal year, which was why the presentation only showed about 1.2 million in spend data analysis for that time period. Angela continued by pointing out that the SciQuest spend analysis showed a growth in spend to 20 million, in fiscal year 13/14, and ended with 39 million for fiscal year 14/15.

Angela stated that the System Office was making every effort to run everything through the SciQuest System. Angela further explained to the Council that this spend analysis shows that the institutions have also done a good job of running purchases through SciQuest.

Angela explained that the Power Point presentation had been provided so that each institution could review and compare its data with that of their peers and to see where the institutions stand related to processing time, spend by vendor, etc.

Previously TBR asked the University of Memphis and Cleveland State to provide the Council of Buyers with examples of how it used the SciQuest system to improve customer service at its institution. Next quarter, the System Office will be reaching out to other institutions to present how its campus is utilizing the system to improve processes and improvements.

### TSM

Angela began the TSM update by letting the Council know that testing will begin at ETSU and DSCC and the System Office this month. The go live date is still scheduled for the end of March.

Angela told Council members not to worry, if any members felt like they didn't know enough about the system at this time. Angela told members that an implementation schedule will be distributed as it evolves and Jeff Hinds in Information Technology (IT) will be setting up weekly calls with the institutions IT departments regarding implementation.

Angela explained to the Council that the biggest issue at the moment was the normalization of the data. SciQuest indicated that it needed to have the extract file to them by February 10th and it would be approximately a 5 week process to normalize the data. Ed at Memphis pointed out that during that 5 weeks there could be updates that needed to take place to vendor files and the issues that could arise if the changes made locally weren't consistent with what was being loaded to the TSM Vendor Portal. IT at the System Office has suggested the 5 week turnaround time may be too long and the System Office will try to negotiate a shorter time period. Regardless of the turnaround time there will still be a period of time where institutions will have to hold changes and put them into the new TSM Vendor Portal.

#### **Question:**

- Dana Presley asked - What about any new vendors?
- Angela – Any vendors added during the period of time that SciQuest is normalizing our data would have to be re-entered once we go live with TSM Vendor Portal. IT staff at the System Office have been asked if any type of program could be run to pull all changes that have occurred at the campus level during the normalization timeframe.

### Apple and Amazon

The System Office has been working with Toni Harris, on having Apple and Amazon participate as consortium suppliers. Apparently there have been other institutions around the country that have been successful at getting them to participate. One of the issues with Apple has been that they do not appear to fully understand a consortium license, not understanding that all this really means is better pricing for TBR Schools with SciQuest in regard to licensing costs. Angela further stated that Apple has been very standoffish about the consortium supplier concept, but efforts will continue to be made to get something in place.

### Current Strategic Sourcing System Initiatives/Updates

#### Recently Awarded Solicitations

##### Transcription Services RFP

The System Office has awarded Transcription Services to Alternative Communications Services and are finalizing the contract now. The contract has been signed by the vendor and received here at the System Office. Philip Voorhees is working on the accessibility portion and is expected to have that piece finalized this week.

##### Disability Service Software RFP

A system which would help normalize or provide a consistent approach in tracking disabled students and how reports are being sent to the System Office has been awarded that to a company called AIM and is scheduled to be finalized this week.

##### Curriculum Management Software RFP

The Curriculum Management Software has been awarded to DigArc. Wayne, Lou and Angela have a meeting on Friday January 8, 2016 to review and respond to the vendor based upon the latest draft. The process was slowed due to both parties having standard agreement language that was preferred.

##### Title IX RFP

The student portion of the Title IX Training Module has been awarded to Everfi. Everfi was also the winner of the Title IX Employee Training Module and both agreements are out on the contracts log.

#### RFPs/RFQs in Process/Upcoming

The Emergency Preparedness/Mission Continuity Plan is in process, with a system-wide meeting scheduled. It is on track and there have been representatives from each institution invited to discuss it, the committee is scheduled to meet again on January 12, 2016.

Central Data Repository (CDR) is in the presentation phase with finalist presentation going on at this time. The System Office will keep the institutions informed.

Hotel/Lodging RFQ – ROCC Summer Academy - opens 1/8/16  
Aviation Equipment RFQ (TCAT Memphis) - opens 1/18/16  
Diesel Equipment RFQ (TCAT Newbern)- opens 1/15/16  
International Group Airline Travel RFP - opens 1/11/16  
Executive Search Services RFP – (to be released 2/1/16)  
Media Coaching Services RFP - (to be released in March 2016)  
Marketing Services RFP – System Office (to be released in March 2016)  
Closed Captioning RFP - (to be released Spring 2016)

## Updates

### TCAT Grant Purchases

90% of the TCAT Grant Purchases have been completed. The purchases are being handled a little different from the funding perspective in that, this time, the purchases are being processed as a capital project which means the System Office is actually issuing purchase orders for the items, when the invoice arrives and the TCAT's office has verified receipt of the items, then the System Office will issue payment. Outstanding items are a few bids and items that were not quoted correctly the first time or needed clarification so new quotes are being developed. There are some from TCAT Knoxville and TCAT Oneida/Huntsville that have not been received and a few that are still in process for Memphis and Newbern.

### Federal Grants – OMB 81

As previously stated, the procurement requirements/thresholds for Federal Grants has been deferred until June of 2017. Angela updated the Council that nationally there are lobbyists and procurement professionals working to raise the micro purchase threshold to \$10,000.

### DocuSign

Starting January 14, 2016, the System Office will be embarking on the implementation of DocuSign. A small group at the System Office has been formed to work on this initiative. The System Office has retained one of DocuSign's architects that will be coming in to not only teach but will also look at processes and make recommendations as to the process where automation is recommended. By the next meeting, there should be more information available regarding process and product streaming. This will probably change the way purchasing and contracts are submitted to the System Office. Since the System Office has bought the enterprise license, institutions will not be required to hold a DocuSign license for contracts and procurements that require System Office approval; however, some institutions have expressed interest in moving forward with DocuSign for other internal processes.

Question: Amy Watts asked if after the System Office gets everything worked out and running with DocuSign, are institutions allowed to move forward?

Response: Angela indicated that institutions can move forward with DocuSign now, as the contract has been finalized and is on the TBR Contracts log. However, the details on how

contracts will be submitted to the System Office is yet to be determined. The System Office will most likely select a few institutions to begin a testing phase, which will most likely consist of one university, one community college and one TCAT. If the question is whether institutions can move forward with DocuSign for its other internal process, the answer is yes.

### Collaboration with UT, State and TBR

The Central Procurement Commissions' Consulting Group, Ikaso, sent out a near final draft of the Pcard RFP, with the document stating a release date of January 5, 2016 which was Tuesday. The System Office will continue to follow up with them.

The State has also reached out to the System Office with interests in utilizing TBR's Pomeroy contract, specifically the leasing aspect of it. There have been a couple of conference calls with the State and Pomeroy.

### Contract Monitoring Plans

The Contract Monitoring Plans automatic notices have started to go out, as stated in the last meeting. The individual institution is in charge of maintaining and updating contract monitoring plans, there is no need to include the System Office on these. Again, these notifications are just reminders and prompts to keep contracts current and monitoring efforts documented.

### Accessibility

Wayne Pugh, Dr. Denley, Heidi Leming and Philip Voorhees met and discussed accessibility. The overall sense was that no one understands who is responsible for vetting and testing proposed vendors for accessibility compliance. Procurement officers have felt the pressure of being held responsible when there is no expertise in procurement to make this determination.

During the meeting it was decided that a joint meeting with procurement and accessibility chairs on each campus would be held to develop workable models, to be used for this process.

Question: Jo Smith asked if the accessibility language, that is supposed to be part of the contract template, has been updated?

Response: Angela indicated that the accessibility language that the System Office made available at our last COB meeting is the current language that everybody should be using.

### Library Master Agreements

Angela informed the Council that the System Office has received a new list of master agreement requests by the Library Directors. Angela further stated that recently we did get Elsevier renewed for UOM, ETSU and MTSU. Additionally, Angela stated that the new Wiley Agreement is currently being negotiated and TBR is currently waiting on Wiley's legal department to respond to the latest draft. Wiley has assured us that no one will be dropped while in the transition period between contracts. The EBSCO Agreement for the ebook comprehensive collections has also been renewed.

### Reporting Season

Angela reminded the Council that it is report season. Next week the Quarterly Contracts Report will be due on Wednesday January 13, 2016. The following week the Diversity Report is due on Wednesday January 20, 2016. Anita will be sending out the Small/Minority/Women/Veteran Owned Business Report sometime next week which will be due the first week of February. This is also that time of year that we will be notified by Renee Stewart about the Senate Finance Ways & Means Committee Report that is required annually.

### Employee Updates

A couple of employee updates:

- At VSCC, Terry McGovern, Director of Purchasing and Contracts, has retired. The position is out for advertisement until January 25, 2016.
- At the System Office Tom Danford, Chief Information Officer, has resigned. At the moment Information Technology reports to Vice Chancellor Sims. An interim CIO will be named soon.
- David Gregory, Vice Chancellor for Administration, has announced his retirement as of January 31, 2016.
- Judy Blain, Director of Purchasing and Contracts, will be overseeing contracts at APSU and has an open position if anyone would like to apply.
- Will Pritchett, Executive Director - Procurement, has decided to not retire at this time.

With no other questions, updates or responses, the meeting adjourned at 10:10am.