

**COUNCIL OF BUYERS  
MEETING MINUTES  
JUNE 23, 2016**

Members/Attendees	Institution	Conference Call	Absent
Antoniak, Ed	UOM	√	
Arnold, Jonathan	COSCC	√	
Blain, Judy	APSU	√	
Bunch, Sharon	TSU	√	
Bush, Donta	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		√
Harrison, Chris	VSCC		√
Hemrick, Dart	JSCC		√
Hodges, Mark	TBR	√	
Hull, Judy	TTU		√
Jansen, Anita	TBR	√	
Jones, Randal	NESCC	√	
Lowe, Doris	ETSU	√	
Martin, Ron	CHSCC	√	
McCallister, Michelangelo	TSU		√
Morrell, Jayne	ETSU		√
Nabors, James	UOM	√	
Pritchett, Will	MTSU	√	
Ridgeway, John	TCAT McKenzie		√
Robbins, Canty	UOM		√
Sims, Joel	TSU	√	
Smith, Jo	NSCC	√	
Smith, Sharon	UOM	√	
Stafford, Camilla	MSCC	√	
Staples, Mary Jane	MTSU	√	
Thompson, Bethany	PSCC	√	
Turpin, Danice	TCAT Harriman		√
Wallis, Donna	TTU	√	
Walls, Leigh	MTSU	√	
Watts, Amy	TBR	√	
West, Dana	RSCC	√	

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

Attendance was taken by Anita Jansen.

## Welcome/Opening Remarks

Angela welcomed everyone to the meeting and informed the Council that Amy Watts, former Director of Administrative Services for Dyersburg State, is the new Vendor Management Analyst for the TBR Purchasing and Contracts Office. Amy greeted everyone and provided her new number and email information.

## Federal Grants – OMB 81

As has been previously reported to the Council, nationally there are lobbyists and procurement professionals, including TBR, working to raise the micro purchase threshold from \$3,000 to \$10,000, which currently has an effective date of July 1, 2017.

A compelling case was presented to OMB stating that a \$3,000 threshold will result in a cumulative, annual burden estimated to be over \$50 million for research universities, nonprofit research institutions, and hospitals. In order to shift from its current institutional thresholds, institutions will be required, on average, to hire over 5.0 FTEs in their central procurement offices at an average cost of over \$420,000 per year in order to comply.

As of today, the only exception made for an increase in the threshold is for the Department of Defense. Angela concluded by stating that she will continue to update the Council as new information is available.

## Independent Contractors

Angela informed the Council that anytime the institution is contracting with a “non-employee” individuals, pursuant to The Tennessee Lawful Employment Act (50-1-701 et. seq.), the institution has the responsibility to request and maintain an additional form of identification documentation as outlined in the information provided to the Council.

“Non-employee” is defined as any individual, other than an employee, paid directly by the employer in exchange for the individual's labor or services. In other words, it only applies when an institution contracts with an individual to perform a service, not when the vendor or contractor is a corporation, etc.

The record is to be maintained for three (3) years after the documentation is received by the institution or for one (1) year after the non-employee ceases to provide labor or services for the institution, whichever is later.

Angela thanked Canty Robbins (UOM) for bringing the requirement to TBR's attention. Jim Nabors (UOM) asked if this rule pertained to construction. Angela replied that she was not aware of any exceptions but will seek clarification and notify the Council.

Jo Smith (NSCC) asked if this new requirement was coming from the non-employees that use a social security number instead of a Federal EIN. Angela stated that the reason for the additional documentation was unclear but that TBR's attention needed to be on compliance with the new requirement. Jo also asked if the additional documentation was required on contacts of any amount. Angela indicated that there were no dollar limitations/thresholds on the requirement.

John Clark (PSCC) asked if this requirement was for speakers and everyone. Angela, answered yes, all non-employees as defined. John also asked if this requirement was to start now or if institutions would be required to obtain this information for any current, active contracts. Angela stated that institutions need to start from this date going forward, with no requirement to go back on current executed contracts.

Judy Hull (TTU) asked if there was any guidance to when this applies or is it at the discretion of the institution. Angela replied that institutions should use the guidance provided to make the determination. Judy also asked if TBR could possibly find out how other state entities are handling this requirement. Angela indicated she would reach out and find out what state practices are currently in place. Angela added that for now all institutions needed to begin requesting and maintaining the additional documentation for non-employee individuals that the institutions are putting under contract.

### DocuSign

As previously discussed, TBR is in the process of implementing DocuSign for automated workflows and approvals. The TBR System Office will be implementing use of DocuSign in a tiered structure during the month of July for procurement and contract requests/approvals.

For the colleges and universities, related to contracts and purchase orders, there will be a system wide training webinar July 20, 2016 at 2:00pm CT with Michael Levy, of DocuSign, to demonstrate how institutions will submit to the TBR System Office approval, effective 8/1/16. The TCATs will also have a training webinar during the month of August.

TBR Purchasing and Contracts will have dedicated space on its webpage for the appropriate forms and training materials to assist users in processing via DocuSign. Angela asked the Council to keep in mind that this will be a change in the way institutions process its contracts and purchase orders. All documentation will be attached electronically and the actual contract should be in Word version, with no signatures. Once the TBR System Office routing and approval is complete, the TBR Purchasing and Contracts Office will send to both the vendor and institution for signatures. Institutions will have to provide the signatory names and email address to the System Office so that the electronic signatures can be requested and acquired. Because TBR is charged on a per envelope basis, it will be important that the documents put into DocuSign for processing are the final documents that conform to all state laws, policies and guidelines.

### Active Policies/Guideline Discussion

Angela informed the Council that the Approvals Policy (1:03:02:10), Contract Policy (1:10:00:00) and the Contract Guideline (G-030) are still on the agenda not because we need to discuss further but, for various reasons, these will be presented to the Board at the September meeting so that the proposed documents can be provided to the Academic Affairs Sub-Council, the Faculty Sub-Council and the Student Affairs Sub-Council.

Angela expressed her appreciation for those who read the draft of the PCard Policy (4:02:10:10) and PCard Guideline (B-125) and provided feedback. Additional edits will be made to the Guideline based upon the following items identified:

- Institutions having departmental PCards in lieu of cards assigned to specific individuals
- Documentation maintained for transactions
- Card Suspension
- Equipment definition

Institutions were reminded that this Policy and Guideline were broader to encompass all institutions, but institutions can always make tighter guidelines. Once the final edits are made, Angela will share a marked version to the Council for a final review.

Angela expressed appreciation to Will Pritchett (MTSU), Donna Wallis (TTU), Dana West (RSCC) and Wayne Pugh (TBR) for all their assistance in developing this new PCard Policy and Guideline. Both of these will be presented to all sub-councils, Presidents and to the Board at the September meeting.

### Next Updating Initiative

Angela informed the Council that now all the policies and guidelines related to procurement and contracts had been updated, the System Office will begin looking at forms and templates. The first template that will be reviewed and edited will be the RFP template. Once updated/edited, a marked version will be sent to the Council for review prior to the September COB Meeting. This template was last updated in 2012 and due to changes in state processes, etc., it is now necessary to revisit the template and update accordingly.

### Shared Services Update

Angela stated a new goal is to have a Shared Services Section on the COB meeting agenda each quarter to keep everyone updated and informed. Several committees have been formed, with community college and TCAT representation to start looking at Huron report recommendations. The 3 current areas of focus are the ERP Consolidation, Centralize HR/Payroll Operations, and Consolidation of Bookstore Contracts. Specific to the bookstore contract, the goal is to have a consolidated bookstore contract for the community colleges and TCATs by June 2018. For those institutions with contracts expiring before 2018, the TBR System Office will approve short term extensions until the new contract is in place.

Angela continued to say there has been no specific discussions about strategic sourcing/procurement shared services at this point.

### SciQuest

Personal Computer Systems (PCS) – PCS has reached out to TBR regarding its SciQuest enablement. PCS currently offers a hosted catalog in SciQuest and now wishes to move to punch-out catalog status. Mark will be working with PCS to get that worked out.

TSM – Amy reminded the Council that she had emailed them notifying of another 5,000 vendors had been uploaded to test. July 6<sup>th</sup> is the current target date of opening TSM up to institution users with July 14<sup>th</sup> as the go live date for everyone. Amy asked the Council to continue testing and to notify her of any issues/errors that arise in that process.

Donna Wallis (TTU) asked what should be tested. Amy indicated that the institutions should be making sure everything in feeding over to Banner when a change is made in TSM.

Donna Wallis (TTU) asked if there will be any training or documentation to train our employees. Amy talked with the Council about the TSM information that will be posted on the TBR website, including instructions for vendors and institutions, FAQs, etc.

Angela asked if there were any more questions, TBR is aware there are some anxiety issues with the implementation of the new software, as with any new software implementation, but that going live could not be delayed much further due to the additional costs involved with delaying. Angela gave special thanks to those that had been testing and providing great feedback to the System Office, specifically, ETSU, DSCC and MTSU.

Jo Smith (NSCC) asked when the manual changes that institutions have been maintaining should be entered. Angela indicated that this was the purpose of the soft go-live and institutions would work on those changes at that time.

Amy informed the Council that if there were any changes in the go-live dates, she will update the Council.

## Upcoming Strategic Sourcing System Initiatives/Updates:

Janitorial Supplies – The TBR System-wide Contract with American Paper and Twine will be entering it's last year on August 1. Angela asked the Council for volunteers to serve on the next system-wide solicitation by July 15<sup>th</sup>. This solicitation will begin late fall to early Spring.

TBR/UT/SOT Procurement Card RFP – the successful proposer is U.S. Bank. Contract negotiations are now taking place and the rates are extremely good, better than any rates currently being offered to TBR Institutions. This will be discussed with the business officers at the next meeting in July. TBR Institutions that have contracts expiring in the next couple of months will be granted extensions of its existing contracts in order to participate in this new collaborative contract.

## RFPs/RFQs in Process/Upcoming

### RFPs

International Group Airline Travel – Contract in Process to Fellowship Travel Intl.

Executive Search Services – Contract finalized with Greenwood Asher

Marketing Services – System Office - Phase II Technical Responses currently under review

Media Coaching Services – Technical responses currently under review

Automated Web Accessibility Testing Tool – RFP is due 6/28/16

Host Post Production Captioning Services RFP – Technical responses currently under review

Document Conversion Services for Accessibility Compliance – RFP is due 7/19/16

Community Colleges Consolidated Bookstore Services – System-wide group has been identified and discussions have started

### RFQs

TBR Coffee Services – bids under review

TBR Catering Services – bids under review

TCAT Knoxville Machine Tool Program Equipment – bids to be released this week

TCAT Knoxville and Nashville Program Equipment – bids to be released this week

TCAT Faculty Institute – RFQ is due 6/30/16

## Updates:

Judy Blain (APSU) indicated that APSU's EdFinancial Contract has been finalized and if anyone would like a copy to please let her know. Amy Watts indicated that DSCC receive a copy.

As there were no further updates Angela closed the meeting at 9:48am.