

**Council of Buyers  
Meeting Minutes  
March 23, 2017**

<b>Name</b>	<b>Institution</b>	<b>In Attendance</b>	<b>Conference Call</b>	<b>Absent</b>
Antoniak, Ed	UOM		√	
Arnold, Jon	COSCC	√		
Austin, Renee	VSCC			√
Blain, Judy	APSU	√		
Brakebill, Barbara	TCAT Athens		√	
Brink, Janine	MTSU	√		
Buchanan, Melanie	TCAT Nashville			√
Bunch, Sharon	TSU		√	
Busch, Donta	TSU			√
Butts, Constance	UOM	√		
Clark, John	PSCC	√		
Cooper, Charla	TCAT Whiteville			√
Crisp, Kathy	MTSU	√		
Desrochers, Suzanne	APSU	√		
Farris, Kristie	CHSCC			√
Fennell, Charles	SWCC	√		
Flynn, Angela	TBR	√		
Fox, Alisha	CLSCC		√	
Goodman, Lynn	TCAT System Office	√		
Greene, Paula	TCAT Morristown			√
Hagaman, Bernice	NeSCC	√		
Harrison, Chris	VSCC	√		
Hemrick, Dart	JSCC		√	
Hodges, Mark	TBR	√		
Hull, Judy	TTU		√	√
Jansen, Anita	TBR	√		
Jarnigan, Renee	WSCC	√		
Kitzmiller, Matt	NESCC	√		
Lowe, Doris	ETSU		√	
Lowe, Lee Ann	CLSCC			√
McCarter, Debra	WSCC	√		
Morrell, Jayne	ETSU			√
Mullins, Beth	DSCC	√		
Pugh, Wayne	TBR	√		
Ridgeway, John	TCAT McKenzie		√	
Robbins, Canty	UOM		√	
Shamble, Constin	APSU			√
Sims, Joel	TSU	√		
Smith, Jo	NSCC	√		
Stafford, Camilla	MSCC	√		
Staples, Mary Jane	MTSU	√		
Thomas, Shirman	MTSU	√		
Turpin, Danice	TCAT Harriman			√
Wallis, Donna	TTU	√		
Walls, Leigh	MTSU	√		
Walton, Donnie	TCAT Newbern			√
Walton, Pat	APSU		√	
Watts, Amy	TBR	√		
West, Dana	RSCC		√	
Zwingle, Cynthia	TCAT Dickson			√

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**Welcome/Opening Remarks/Employee Updates**

Attendance was taken by Anita Jansen.

Angela began the meeting by welcoming everyone. Angela thanked everyone who came to the Purchasing and Contracts Training Session on Wednesday March 22, 2017. Angela then provided the Council with the following employee updates:

1. Randal Jones is no longer at Northeast State Community College and Matt Kitzmiller is the replacement.
2. At Chattanooga State Community College, Ron Martin and Debbie Mailen have both retired with Kristie Farris being the replacement.
3. Bethany Thompson is no longer at Pellissippi State Community College.
4. Jim Nabors has retired from the University of Memphis and Ms. Constance Butts has taken his position.
5. Vice Chancellor Dale Sims is retiring as of June 30, 2017.
6. Mary Jane Staples announced Will Pritchett's retirement and introduced Shirman Thomas as his replacement.
7. Congratulations to Mrs. Judy Hull who became a grandmother on Saturday to Ridge Bentley Thompson.

**Iran Divestment Act**

Wayne Pugh, TBR General Counsel's Office, addressed the Council regarding the Iran Divestment Act. This Act became effective on July 1, 2016. Angela provided language pertaining to the Act to be used in the RFP Template, the RFQ Terms and Conditions, and the PO Terms and Conditions. TBR and Institutions are to start using this language immediately in procurements and contracts going forward. Institutions must validate that a vendor is not on the list provided on the Central Procurement Office's Website. If you have any questions about the Act or if the institution discovers a vendor, it wishes to contract with on the list please contact Wayne Pugh. Angela informed the Council that she had provided the necessary Iran Divestment Act Language to be added to:

Angela further informed the Council that TBR will edit the system office forms that require the update and will have them out on the website within the next week so the most current version is available for all institutions to utilize.

**Fiscal Review Requirements for Non-Competitive and Competitive Agreements**

At the last meeting, submittal requirements pertaining to the Fiscal review process were brought to the Council's attention related to Renewals/Amendments. A survey was released by the System Office to gather information regarding the volume of procurements and contracts so TBR could gauge the impact of the additional submittal

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requirements. Sample attachments were provided as part of the agenda, TBR plans to submit documents similar to these samples as a consent agenda in lieu of presenting each contract. This is the current practice of the Central Procurement Commission. Each institution will need to complete the sample attachments and send to the System Office for consolidation and the System Office will send to Fiscal Review. If a university petitions and is approved to sever from TBR, that university will submit to Fiscal Review individually. Until December all universities will provide its information to TBR for submittal.

Dart asked Angela what the dollar threshold was for submittals. Angela indicated that the dollar threshold will still be contracts that are over 250,000.00 in total value, including renewal options, and for a period of more than one year. Fiscal review requirements as of now are non-competitive, over 250,000.00 and over a period of one year. According to the statute a renewal or a name change still constitutes as an amendment.

Due to Fiscal Review requiring 60-day advance notice prior to the effective date of a contract/amendment, the Council will have forward its contract documentation to the System Office at least 90 days in advance for review for questions from this office before submitting to Fiscal Review.

**DocuSign**

Related to Ellucian Products/Services, it is getting that time where institutions need to renew maintenance for Ellucian products/services. Please be sure that each Order Form is entered separately due to numbering and tracking. There are several in que on the maintenance side that are awaiting Ellucian's approval and signature.

**ACH Form/Change Request Verifications**

Angela brought a couple of items to the Council's attention:

1. With the implementation of TSM, some institutions were under the misunderstanding that the TBR System Office was changing existing controls related to the entering of ACH information. This is not correct. All internal controls/approvals would still apply for vendors. The System Office has a form that is being used which allows more than one person to review/validate the ACH information. The System Office will be happy to share the form if anyone requests.
2. A word of caution was provided to the Council when requests to change a company's ACH information is received. Within the last year, there has been a substantial fraud issue with an institution in Massachusetts where a fraudulent individual completed the change request process with the College and funds were transferred to the fraudulent individual. Institutions

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are encouraged to speak with more than one individual at a company when its ACH information is requested to be changed.

**SciQuest**

Amy Watts updated the Council on Supplier Statistics. Amy stated that since the January COB meeting there has been an increase of 120 vendors which makes 4,427 active vendors a total of 888 registrations. There have been 496 completed profiles, 277 invites, and 94 registrations are in progress. Amy distributed a flyer that she has developed with registration steps and helpful links that provides vendors information about how to do business with TBR. A generic email address has been created, [SupplierRegistration@tbr.edu](mailto:SupplierRegistration@tbr.edu). All vendors should be directed to that address for registration requests.

Amy also informed the Council on Vendor Liaison Activities – having attended the East TN Business Growth Conference-SBDC event January 19, 2017 and the Small Business Industry Day, focusing on Service Disabled Veterans, March 15, 2017 at TSU. Amy is representing TBR by serving on the Nashville Minority Business Center Steering Committee for Minority Enterprise Development. This Committee focuses on training for small/diverse businesses. Trainings will include Certification & Registration Made Easy for Public Contracting, Understanding Contracting and Procurement Basics, Reviewing Cost Proposals and Preparing for Contract Negotiations.

TBR is also developing training for current vendors and potential vendors to be held at the System Office on a quarterly basis, which will educate vendors how to register and how to do business with TBR and institutions.

Mark Hodges addressed several SciQuest items:

- SciQuest Update to 17.1 - Mark informed the Council that Jeff Hinds had emailed the Council information regarding the update as had both Mark and Amy. Mark informed the Council that the 31-page document from SciQuest seemed to be the best at laying out the changes and updates. Mark further stated that many of the updates are pertinent to TSM. Mark concluded the discussion on the SciQuest update to 17.1 by telling the Council that the important thing right now was that each of the Council members be testing in 17.1 to see if there are any errors. Mark further stated that SciQuest is asking for everyone to test early and often to address any issues now to give SciQuest time to fix the problem areas. So if institutions haven't been able to test, please do so now. The new version is set to go live Sunday April 12<sup>th</sup> at midnight. Mark ended this topic of conversation by passing around a sheet of paper showing what the new showcase will look like in 17.1. Mark indicated that the new showcase was now an editable dashboard.

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- Amazon Punch-Out Catalog - Amazon has been a topic for the past several COB meetings. In the last COB meeting, Mark told the Council that it was ok to go ahead and start submitting tickets to enable the Amazon Punch Out. Mark went on to say that he was happy to report TBR's Amazon Punch-Out was working fine. Mark invited the Council to let him know if any member's issues with its Amazon Punch-Out enablement. Mark also informed the Council that U.S communities recently announced a contract with Amazon. There was a webinar with both U.S. Communities and Amazon and both verified that TBR is getting the best price. Angela, added that for those items exceeding \$10k, then U.S. Communities contract would be a procurement method.
- SciQuest Integration Traffic Updates - Mark told the Council that this may not be an issue the Council is aware of but possibly an institutions IT area which involves SciQuest changing its URL. Mark went on to say that the issue had been completely resolved and no action was required by the Council/institutions.
- Mark also mentioned that SciQuest has just recently changed its name to JAGGAER. Mark indicated that emails are stating the name as JAGGAER, mentioning "the company formally known as SciQuest".

**Upcoming Strategic Sourcing System Initiatives/Updates:**

- Janitorial Supplies - Angela informed the Council that the Janitorial Supplies RFP has been issued. The system-wide evaluation team has been selected and questions for the Pre-proposal conference have started coming in. The Pre-proposal Conference is scheduled for Tuesday, April 4, 2017.
- Student/Employee Behavioral Tracking Software - TBR now has a system wide Safety and security task force. There is an RFP being discussed for Student/Employee Behavioral Tacking Software. Currently there are a number of ways institutions are tracking incidents and this would allow for more consistency in the way individuals and incidents are tracked. TBR is requesting funding from the state on this initiative. Regardless of the funding source, a collective procurement will be conducted.
- Talent Management Solution (HR) - Angela informed the Council that TBR is currently under contract with PeopleAdmin. Human Resource representatives form the campuses have been meeting and discussing a potential next solution possibly Cornerstone which is an Ellucian partner. A firmer decision is expected soon.

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**TCAT Representation on COB**

Due to the System Office shifting its focus to the Community Colleges and TCATs, representatives from the TCATs have been added to the COB. Angela provided the Council with a list of the new members. These representatives will start participating at the June Council of Buyers Meeting.

**RFPs/RFQs in Process/Upcoming**

- Affirmative Action Planning RFP - Angela and Mark are working with Bobbie Porter who is the TBR Affirmative Action Officer for the Affirmative Action Planning RFP. Bobbie has reached out to the Affirmative Action Officers at the institutions and the agreement is to procure this as an outsourced service. The RFP should go out within the next month.
- Bookstore Services for Community Colleges, TCATs and TNeCampus - Angela informed the Council that work is still being done on the Bookstore Services for Community Colleges, TCATs and TNeCampus. There is a system-wide committee and a meeting was held here at the System Office this month. Information was gathered and the RFP is being developed.

**RFIs/RFQs being developed**

- RFQ 17-0011, TCAT Newbern, Specialized Tools and Tool Boxes. Bids have been received and compiled into a bid tabulation sheet and sent to the TCAT Newbern for review.
- RFQ 17-0012, TCAT Newbern, Diesel Technology NATEF Tools and RFQ 17-0014, TCAT Newbern, Diesel Technology Wireless Mobile Column Lift are currently in process.

**Updates**

- Board Portal Software for universities and System Office – TBR is in the final stages of the contract, with the winning proposer being Azeus/Convene.
- The accessibility contact for TBR System Office was Philip Voorhees and he has taken another position. The new contact is Greg Sedrick and his email is [greg.sedrick@tbr.edu](mailto:greg.sedrick@tbr.edu). Institutions are to work with the designated person on campus before contacting Mr. Sedrick. If it is a system-wide contract, TBR will handle the accessibility requirements with the vendor.
- Long Term Disability Insurance – Due to rates being high for employees of TBR and UT in attempting to participate in the State's RFP/Contracting process, TBR

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and UT will conduct a separate procurement. Mark Paganelli at UT will be heading that procurement and UT will issue the solicitation.

- U.S. Bank Agreement - for travel cards/pcards/epayables contract has been finalized, Angela receives a weekly update as to where all the institutions are with the process.
- The Shared Services Vice Chancellor, Danny Wall, has started with TBR.
- Annual Upcoming Procurement Opportunities Compilation – it's that time of year to collect procurement opportunities for the Governor's Office of Diversity Business Enterprise. Please try to provide as much volume detail as possible.
- The Council of Buyers Meeting Dates for the 17/18 Fiscal Year were provided. A suggestion was made by TAGM President Judy Blain to change the September meeting to October to coincide with the TAGM meeting. Angela told the Council that she will work w/Judy and get back to everyone.
- U.S. Bank offers a Prepaid Card option which Angela had mentioned previously that could be possibly used for athletics or student groups. It has been determined that it is not part of the current contract/procurement. Angela asked the Council to check on its campus to see if there is a need for these prepaid cards. If enough are interested, TBR will conduct a procurement.

**FOCUS Act Activities Related to Procurement and Contracts**

- The Universities will be meeting separately after this meeting to discuss the Focus Act and the requirements for petitioning to sever from the TBR related to procurement and contracts. THEC will attend the first portion of the university meeting. Going forward if Universities want to meet afterward at the System Office, TBR will provide space if available.
- TBR will hold a training session, for universities on all reports and fiscal review submittals. This training will be late April early May. Technically universities cannot sever until November so it will be the 2<sup>nd</sup> quarter reports before institutions that wish to sever can submit individually.

**Other Updates/Questions from Institutions**

Jo Smith; NaSCC has a new campus, East Davidson, and it is currently under redesign. Angela, Amy and Joel will be going to the NAEP conference next week in Reno, NV.

The meeting was adjourned at 10:21am.