

**COUNCIL OF BUYERS MEETING  
SEPTEMBER 22, 2016 9:00am CST  
AGENDA**

**CONFERENCE CALL: 1-866-287-9562  
CODE: 1440**

Welcome/Opening Remarks

TBR Move

OMB-81

Independent Contractors

DocuSign

- TCATs
- Signatories
- Order Forms

Policies/Guidelines Update

- Approvals Policy (1:03:02:10)
- Contract Policy (1:03:02:15)
- Contract Guideline (G-030)
- PCard Policy (4:02:10:10)
- PCard Guideline (B-125)

RFP Template Update Discussion

Shared Services Update

SciQuest

- Consortium Supplier Requests (PCS, Amazon, etc.) – (Mark)
- Travel Authorization/Travel Claim Process (Mark)
- Change Orders (Mark)
- TSM (Amy)
  - ✓ Updated Instructions for onboarding suppliers
  - ✓ Checklist for approving new vendors
  - ✓ Institution websites
  - ✓ Top 50 Suppliers to onboard
  - ✓ Collaboration with Go-DBE Office
  - ✓ TN Summit Presentation

Upcoming Strategic Sourcing System Initiatives/Updates:

- Janitorial Supplies
- Other requests from Institutions

RFPs/RFOs in Process/Upcoming –

RFPs

- International Group Airline Travel – Contract finalized with Fellowship Travel
- Marketing Services – System Office – Contract finalized with Sullivan Branding
- Media Coaching Services – Contract finalized with McNeely, Piggott and Fox
- Automated Web Accessibility Testing Tool – Contract in process with SiteImprove
- Host Post Production Captioning Services RFP – Contract in process with Cielo24
- Document Conversion Services for Accessibility Compliance – Contract in process with Onix
- TBR/UT/SOT Collaboration Efforts – Procurement Card RFP – negotiations with US Bank taking place

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

RFIs/RFOs

Campus Assessment for Administrative Infrastructure RFI due 9/20/16

TCAT Knoxville Diesel Equipment – bids due 9/20/16

TCAT Knoxville Diesel Trainer Trucks – bids due 9/20/16

Updates            Long Term Disability Insurance

Other Updates/Questions from Institutions