

SECRETARY OF STATE PROCUREMENT POLICY BOARD

Minutes of Meeting – May 21, 2015

UPON DUE AND PROPER NOTICE, A MEETING WAS HELD AT THE ILLINOIS STATE CAPITOL ROOM 213 FOR THE PROCUREMENT POLICY BOARD

The Secretary of State Procurement Policy Board (PPB) was called to order at 2:00 P.M., by Chairman David Joens in Room 213 at the Statehouse, Springfield, Illinois.

Roll call was taken. PPB Members present were Chairman Dave Joens (Archives), Terri Coombes (Executive Office), Ernie Dannenberger (Vehicles), Anthony Kalant (Inspector General), Ray Cachares (Business Services), and, by telephone, Michael Mayer (Drivers). Also present at the meeting were Jackie Price, Darrell Marcy, and Amanda Trimmer (Budget), Amy Williams and Donna Grunder (General Counsel), and Jeff Carter (IT). Irene Lyons (General Counsel) participated by telephone.

Dave Joens presented minutes from the PPB meeting of February 19, 2015. The date of the previous meeting date was corrected from September 16, 2015 to September 16, 2014. After review, Ray Cachares moved to approve the minutes as amended, seconded by Amy Williams. Motion carried unanimously.

Old Business:

Jeff Carter reported on IT's work to expand Bizflow for use with purchasing forms. They have completed work on the Buyer's Certification/Equipment Authorization and Application Transfer Request forms. Darrel Marcy is working with IT on this issue. Next, they will begin work to add requisition forms to Bizflow. Since the projected users for these forms are current users, no further licenses will be required and no additional expense is anticipated.

Darrel Marcy suggested it would be useful to have a second person granted administrative rights so matters may progress when the administrator is out of the office. Jeff Carter advised the administrator may continue to work in Bizflow from a laptop.

New Business:

Dave Joens advised that the Board currently has no Secretary. Terri Coombes nominated Donna Grunder to act as the Board's Secretary, seconded by Ray Cachares. Motion carried.

The Board reviewed the new Policy Procurement rule which has been filed with Index and is in process of approval by JCAR. Terri Coombes asked the purpose of the rule, and was advised it

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was written to codify the current process. Amanda Trimmer advised the rule will provide for reporting only over our current bid threshold, which should dramatically cut paperwork. Currently, some departments are not reporting anything, while other departments are over-reporting. Amy Williams, who wrote the rule, advised it closely follows the EEC's rules. Second Notice may be filed on the rule after June 2, 2015, and it is anticipated it will be adopted in late July or August of this year. One difference in our rule is the requirement that any contact, regardless of amount, must be reported if the purpose of the contact was duress, bribery or coercion. Terri Coombes asked that the Chief of Staff be advised when the rule is adopted, and that Directors be trained on the requirements of the new rule after adoption.

Amanda Trimmer reported all is going well with Vendor Communication Reports. She is keeping up on reports over 20 days old and notifying Directors as their reports age. She will provide a summary of reports by department at the Board's next meeting.

Budget and Fiscal updates were requested, and the Board was advised we have no budget for FY16 as of yet. An anticipated 10% reduction was expected. A zero increase budget was presented to the Legislature, and the hearings went well.

Darrel Marcy reported the purchasing card discussed at previous meetings has not yet been put out for bid. He will meet with the Comptroller's office to assure they are still in favor of issuing the card since there has been a change of Comptrollers.

Budget is working on bids for FY16 and anticipates that work will be complete by the start of FY16 on July 1, 2015.

The cafeteria contract is currently in negotiation. Budget would like to negotiate a six-month contract, which would expire on 12/31/15, then go to an annual contract which will expire on the same day each year thereafter to avoid expiration of the cafeteria contract when the Legislature may still be in session or go over their end date.

Bid thresholds approved at the last meeting were discussed. Jackie Price mentioned the thresholds to the senior policy advisors, but received no feedback. The new thresholds, as well as procedures under the new procurement rule, will be put into effect with the start of the new fiscal year on July 1, 2015.

Darrel Marcy pointed out one issue on Cyberdrive. When the term "vendor certification" is put into the search box, it brings up the vendor communication form and the certification form. One is correct; the other is not. The vendor communication form on the website is actually a buyer certification form. He will work with Jeff Carter of IT to correct this issue.

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No public comments were offered. Terri Coombes moved to adjourn the meeting, seconded by Ray Cachares. The meeting adjourned at 2:17 p.m.

Respectfully submitted,

Donna Grunder, Secretary

Date: May 22, 2015

Approved by Board:

David Joens, Chairman

Date: _____
