

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES
AND SERVICES FROM THE HANDICAPPED

P. O. Box 745
Institute, WV 25112
Small Conference Room

MINUTES

April 16, 2003

ATTENDANCE: Lee Dixon, Chair; Ken Kennedy, Donna Prunty, Linda Maniak, Everette Sullivan, Karen Byrd, Executive Secretary

WVARF: Steve King, Craig Greening, Chris Miller

Guests: Tim Morris, Pretera Center, Huntington and Jan Smith, The Op Shop, Fairmont.

ABSENT: Dennis Miller

Lee called the meeting to order and recognized guests Tim Morris and Jan Smith.

Approval of Minutes: Donna Prunty moved to accept the March 2003 Minutes Motion seconded by Everette Sullivan. Motion carried.

Financial Report: Ken reported that the FY 2004 budget has not yet been approved. He is keeping in close contact with Linda Lyter and will keep the Committee apprised.

Report of WVARF:

1. A positive report on Green Acres was given, in that, improvement is being made.
2. The new hire status for WVARF's Marketing Director is being finalized to allow the position to be filled by May 1. The job description will focus on expanding State Use.
3. The first Purchasing/Vendor Conference, held at Lakeview Resort, was informative and successful.

Contract Complaints:

1. Martinsburg DMV – Craig advised that time constraints were a factor at one of the busiest DMV offices in the State but that the problem is being resolved.
2. Kanawha Mall DMV – This is a long-term issue with an employee who is sometimes inappropriate. The matter is being dealt with.
3. Burlington DOH – A supervisor has been terminated and the problems have ceased.

Non-recurring State Use Project:

Steve said that due to some complaints regarding the operation of the cartridge contract, WVARF was asked to cease and desist, which they did. After some discussion, Karen stated that if new and refill cartridges are going to be done, then WVARF needs to pursue refills as a State Use

product; but, first, it must go out on bid. Karen will talk to Betty regarding refills classified as new. Donna asked if we should add cartridges to the vendor list. Karen said that she would discuss with Betty and then report to Craig.

Contract Renewals:

Craig said that the contracts for this year have been slow in coming due mostly to agencies not having their budgets in place. (Copies of contracts that have been renewed were provided.) Karen noted that a "Statement of Work" was attached. Craig said WVARF was starting with a generic Statement of Work but that their goal for the new fiscal year is to eventually have a signed Statement of Work specific to each contract.

Craig noted that most of the contracts are the same as last year. However, he did point out some changes. Bridgeport DMV, Martinsburg DMV and Winfield DMV all show an increase. At this time, there is only a verbal Statement of Work with Parkways; however, their Board of Directors advised that they maintain the same costs as last year. The contract for IS&C Charleston has not been finalized so Craig will report at the next meeting. The contract for Air Guard – Charleston shows an increase of 5%.

Donna Prunty moved the contracts be approved as presented. Motion seconded by Linda Maniak. Motion carried.

Old Business:

1. Chris said that the last six months' gross revenues reflect better on monies being collected than in the past. Chris also stated that although DRS has paid on their account, there remains a balance but that immediate plans have been made to work with DRS staff to resolve this matter. Chris estimated that gross sales may top 10m this year. Craig added that, prior to the State Use fee being imposed, a couple of the CRPs continue to provide services which precludes their reporting the gross sales of those services; therefore, only the required State Use fee, along with supporting data, is all that WVARF can report. As a result, sales may gross around 11m.

Everette Sullivan moved to accept the financial report as presented. Motion seconded by Lee Dixon. Motion carried.

2. Donna said that the Cabinet Secretary signed the Legislative Rules on April 15, 2003 with the effective date of July 1, 2003.

In addition, Senate Bill 636 passed. Donna said that the word "services" was added. Also included was a push to exempt military change in the statute. (See Exceptions, paragraph 4, "Provided, That if a purchasing unit is required...").

Donna said that the WV Code has not yet been updated.

Karen will bring information regarding federal rule on competitive bidding to the next meeting.

Also, Karen mentioned to Dave Tincher regarding WVARF's input for the Buyer's Network (Purchasing Newsletter). Dave was agreeable with this as long as WVARF writes the articles.

3. A draft of the notes from the Planning Meeting in March on goals and objectives was provided for discussion. Donna commented on the fair market price issue and said that although WVARF is doing their job, they need to document their process in order to confirm with Purchasing what they are doing, and added that Goal #1- FMP would meet that purpose. Donna also said that Goal #2 has already been met with the presentation of the Statement of Work. Craig indicated that a proposal on the Fair Market Price will be presented to the Committee at the August meeting. In addition, one objective is to review the Cost Review process for next year. Craig said that at present there is not a standard for delivery, but a system would be set up to create a standard in order to benchmark improvements.

Time did not allow for further comment so it was agreed that the Committee will review the Draft and discuss the Committee Objectives for FY2004 at the next meeting. Ken suggested that the CNA Objectives for FY2004 also be reviewed and discussed at the next meeting.

4. No report on DHHR Warehouse/fulfillment contract.

5. Karen said that the effective projected date for the Master Statewide contract is FY2004.

6. Steve gave an update on the status of the Mail Presort contract. WVARF took over this contract when Shawnee Hills filed Chapter 7 until a suitable provider could be found. This is quite a lucrative contract. However, because of WVARF's position, they are recommending to the Committee that the Committee act in a distributor role and issue an RFP to solicit a provider. Donna suggested that the RFP indicate those of whom are already working should be maintained. Lee suggested that WVARF be reimbursed for monies already spent to keep the contract going. Karen suggested that evaluation criteria be clearly defined, along with a scoring process to establish "who" and "how" evaluations will be done. Karen will work with Craig and Steve to develop an RFP to share at the next meeting for the Committee's review.

New Business

An Application for State Use participation from Northwood Health Systems was presented for approval. **Donna Prunty moved to accept the application. Motion seconded by Ken Kennedy. Motion carried.**

Adjournment

There being no further business, **Ken Kennedy moved to adjourn. Motion seconded by Linda Maniak. Motion carried.**

The next meeting is scheduled for May 21, 2003 at 9:30 a.m., Small P & P Conference Room, Institute.