



Meeting Minutes

Wednesday, January 30, 2013
1:00 p.m. – 3:00 p.m.

1. Welcome and Introductions

The meeting was called to order by Ricardo Martinez at 1:08 p.m.

The PART members present where:

- *State department representatives:*

Bill Christian, Liz Bourrage, David Brady, Vicki Goins, Kim Heartley-Humphrey, Grace Johnson, Marlon Paulo, Sandra Winters, Christina Wabinga, Louise Lozoya, Patricia Gamoning, John Williams, Annette Picetti-Grosjean, Katie Garrison, Janice Yonekura

DGS/PD:

- *Ricardo Martinez, Sarah Cering, William Rodriguez, Carlos Chavez, Mark Lamb, Kristi Johnson, Daniel Garza, Charleen Fain-Keslar, Renata Rasberry, Chuck DeYoe, Jennifer Nguyen*

2. Office of Policy Procedures and Legislation

New Negotiation Standard Terms & Conditions

Chuck DeYoe discussed Broadcast Bulletin E-02-13 and letter regarding the new Negotiation Standard Terms and Conditions after partnering up with CTA in developing a new process.

- *There is a link on the Broadcast Bulletin that takes you to a chart showing the various terms, contract language and the proposed changes to be made.*
- *3 meetings scheduled in February; each will be addressing different issues. Vendors will be present at those meetings to answer any ask/questions. Vendors will have until February 10 to submit their input.*

3. CMAS Contracts

Kristi Johnson was present to answer questions the members had regarding CMAS.

- *David Brady expressed a need for paperwork reduction – issue being CMAS. There needs to be a central repository of CMAS contracts, preferably in an e-format.*
- *Kristi explained that when e-Procurement began, the intent was to have these documents available electronically. Issues preventing it from happening are maintenance of the contracts, updating and uploading. GSAs are federal documents and change very often.*
- *Action Item- Ricardo instructed staff to begin identifying resources necessary to develop a CMAS e-library. It is anticipated that the new SSA/AGPA position directly reporting to Ricardo will be able to undertake this project.*

4. Purchasing Authority Unit – New Application

Carlos went over the new application and the status of having it streamlined and ready to go.

Important dates:

- ***February 15, 2013** Broadcast Bulletin announcing new application & requirements*
- ***March 15, 2013** New application policies, procedures & requirements will be incorporated into the SCM Vol. 2 & 3.*
- ***March 30, 2013** All customers with purchasing authority will have implemented the new PAA.*
- ***April 1, 2013** PAU will no longer accept old PAA/PAVF.*

- **April 15, 2013** PAU will receive new PAAs for May 2013 on.
- **June 30, 2013** All PAA requirements and forms will be implemented.

5. Performance and Environmental Standards Workgroup

Charleen Fain-Keslar presented forming a workgroup to assist agencies and departments with delegated purchasing authority to find vendors or ways in obtaining green products.

- *There is a possibility of a separate delegated purchasing authority just for green products.*
- *The first meeting will be held February 19. Departments will need to send Charleen the name of your procurement representative to participate in the workgroup no later than February 10, 2013.*
- *Access to the PowerPoint presentation can be found on the PART website under Reference Material.*

6. OPPL – Supplier Performance

Ricardo presented a survey to rank suppliers based on customer satisfaction of goods and services.

- *They would provide real-time information about suppliers and allow customers to rate suppliers based on specific questions/criteria similar to Amazon and eBay.*
- *Sandra asked the benefits of obtaining this information. What if a contract is awarded to a low rated vendor? Would the information be useful?*
 - *To be discussed in the next meeting: Survey feedback.*
 - *Action Item- Ricardo stated he would have staff begin working on assembling a straw-man and criteria to present at the next PART meeting.*

7. Open Forum:

- *Liz asked about the IT committee workgroup. She expressed concern about why the RFP template is not changed since it was the reason for the committee.*
 - *Ricardo explained that Roger is now the head of the TABS branch and the subject will need to be visited again.*
 - *Kim, Liz, and Sandra volunteered to lead the workgroup to get the RFP template changed as needed.*
 - *Action item: Ask Roger on the status of the TAB workgroup.*
 - *Action item: Ask Russ on the development of the RFP template.*

8. Meeting Adjourned at 2:30 p.m.

ACTION ITEM(S):

- *Departments will need to send Charleen the name of your procurement representative to participate in the workgroup no later than February 10, 2013.*
- *Ricardo will ask Roger on the status of the TAB workgroup changes requested to Template.*
- *Marlon will ask Russ Guarna from CTA on the development of the RFP template.*
- *PD Staff to begin identifying resources necessary to develop a CMAS e-library.*
- *PD Staff to begin working on assembling a straw-man and criteria for Supplier Performance Survey to present at the next PART meeting.*