



State of Wisconsin • DEPARTMENT OF REVENUE

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STATE AGENCIES PURCHASING COUNCIL (SAPC) MINUTES

The State Agencies Purchasing Council, composed of agency and State Procurement personnel, provides a forum for discussion of policies and procedures, and makes recommendations for the promotion and improved effectiveness of the statewide purchasing function.

-State Procurement Manual: PRO-A-8

**April 19, 2017
GEF 1, Room D203**

Officers:

Chair: Amy Sutherland (608) 266-8651 AmyE.Sutherland@wisconsin.gov
Vice Chair: Paul Brady (608) 267-8898 Paul.Brady@dwd.wisconsin.gov
Secretary: Laurie Grinnell (608) 264-6559 Laurie.Grinnell@wisconsinhistory.org

Attendees: DOR (1), DWD (2), WHS (1), DFI (1), DOC (1), UW (1), DHS (2), DATCP (1), DNR (1), DOA (2), DCF (2), ETF (1), WEC (1), BCPL (1), STAR (1), EAST SHORE INDUSTRIES (1)

1. Introductions/Announcements:

- Meeting came to order 8:30am
- Sign-in sheet provided

2. Approval of Minutes

- Minor correction of March minutes – spelling of DOA KIT training officer Jessica Biera changed to correct spelling of last name of Vieira.
- March 2017 minutes approved
- With regard to the February 2017 minutes – BSI printing wanted to provide clarification of what they can provide given new technologies in this area. The update to the February minutes are posted on DOA's website under SAPC heading
- Perhaps we can invite BSI to an SAPC meeting? Paul Brady will contact Dave at BSI to inquire.

3. State Bureau of Procurement – Mike Marean

- CAPS – end of year cut-off dates were discussed. Printing requiring sealed bid (over \$50,000) was March 24th. Simplified bid specs must be given to Bill Goff by May 5th for printing under \$50,000. Sole Source – less than \$25,000 must have a complete justification submitted to CAPS by May 5th. Requisition approvals – May 15th to CAPS which includes a STAR vendor, supporting documentation, valid procurement authority and proper approvals applied. This

date allows SBOP to meet SCO FY17 deadline. Failure to meet this deadline may result in the loss of funds.

- IT Sourcing Updates – the bid for the desktop printers is due May 2nd. Until posted, the NASPO computer hardware contracts are available for printer purchases. The bid for Skype compatible headsets and speakerphones is due Friday April 21st. The RFP for IT Managed Service/VMS contract (currently held by TAPFIN) targeted to be released in mid-May.
- Enterprise Sourcing – no updates
- KIT updates: We have BSL and Greenco on Wisbuy with self-posted catalogues. BSL Wisbuy orders have been going well so far. Insight (Lenovo, Vanguard, HP) are now live as punch-out catalogues. SHI and CDW-G (Dell) are getting close to going live. Vanguard Storage (Lenovo) close to going live. PDS (HP) delayed until this summer. Enabling Shilling and H. Dierkson (Universal paper products) as self-posted catalogues for anyone who does not order these products from BSL. Signs and items on the new software contract are being discussed to be added to Wisbuy. Wisbuy use continues to grow. 57% sales increase over March 2016. Transactions are 40% higher than March 2016.
- Staples is 1/3 of Wisbuy spend. Work Centers, Henry Shein and Medline showing good growth.
- Quesiton to DOA: UW Madison contract for moving/storage, given Graebel closing and the new vendor (Armstrong?). DWD, DCF and DOR have been affected by this situation and perhaps others. DOA & UW working on solution.

4. STAR Update – John Driscoll

- STAR learning labs have begun, with more emphasis to be placed on end users. STAR p-card process was used as a pilot in lab 4/18. At this lab, 22 p-card issues were identified. More labs will be held in the future and extend beyond Procurement.
- ELM mini-courses are being discussed in addition to learning labs, ideas are welcomed!
- Over 1000 POs with zero balances were successfully closed during PO Close Process. There is an expectation of a better year-end-close this year
- Strategic Sourcing – there was one or two demos with a limited number of people invited. There will be more forthcoming. SBOP has been pleased by what they have seen so far. STAR is moving forward with the July 1 roll-out of certain things. More concerns have been raised at all levels about the roll-out date being at the same time as fiscal year end. Deployment window begins 7/1 and runs through September & October.
- Question: What will be provided to the vendors in terms of outreach and training? Answer: E-supplier is talked about weekly by SCO.

5. East Shore Industries

- Alan from Algoma Mops talked about various products they have to offer. Alan provided folders with their catalog and state pricing contained.
- Orders are turned around quickly since they increased their inventory capacity
- There is a variety of weights, yarns, colors and headbands.
- 95% manufactured by their community, the State is their biggest client
- East Shore manufactures items other than mops like bird seed, metal parts, electrical switches
- Standard items are in Wisbuy, but not all of their products.
- Question: Is there an incentive for buying in volume? Answer: There are no price reductions for buying in volume. Their prices are already as low as possible for State buyers.
- Algoma Mop gained a lot of exposure in the news due to their mops being a part of the movie Joy.

6. Open Forum

- WAPP is sponsoring 2 training classes: June 8, 2017 – “Total Cost Analysis for Best Value Decisions”. June 9th – “Ethics: A Survival Kit for Public Procurement”. Register prior to May 9 to benefit from the lower costs of the classes. www.wapp.org is their website to register for these classes. Late registration fee is \$50.00 more.
- DHS – there is a new Bureau Director and vacancy for Section Chief in the purchasing/procurement area at Department of Health Services.

7. Old Business/New Business

- SAPC by-laws were discussed. Due to the formation of IPC, SAPC has shifted to a more informational and educational platform. Input or suggestions are welcomed.
- Piggybacking on UW contracts was discussed. Nothing has changed, proper form needs to be completed and sent to SBOP for approval. The approval then needs to be attached to the requisition. Question: Why do you need to create a PO for these items? Why can't a p-card be used? Answer: there are no reporting capabilities on a purchasing card.
- Low dollar purchase orders were discussed. Estimates that the cost to the State to process a requisition/purchase order to be \$67.00.

- Adjourn – 10:00am

- Next meeting May 17, 2017 @GEF 1 Room F105 - 8:30am