

STATE OF OKLAHOMA
STATE USE COMMITTEE MEETING MINUTES

Oklahoma History Center
800 Nazih Zuhdi Drive, OERB Classroom
Oklahoma City, OK 73105

May 4, 2015

Call to Order

William Smith called to order the regular meeting of the State Use Committee at 1:02 p.m.
The meeting agenda was posted Wednesday, April 29, 2015

Roll call for Quorum

Daron Hoggatt conducted a roll call.

Members Present: William Smith, Committee Chair; Regina Chace; Jim Kettler; Jerry Tate.

ABSENT: Effie Foster, David Oliver, Travis Monroe

Quorum declared with 4 members present.

Introductions

I. Approval of Minutes

Minutes of the February 25, 2015 State Use Committee meeting were not approved due to the need for corrections. They will be voted on at the June 3, 2015 meeting.

II. Financial Information

- a. Ending Balance: \$729,125.54
- b. Exception Report: Seven exceptions were submitted in March. Six were approved and one was denied.

Discussion: What is the point of having mandatory items if exceptions keep being granted? When there is a huge discrepancy in cost (either of the item itself, or delivery charge etc.) consideration needs to be given to the best use of state funds. If a mandatory item cost double or triple the market price, a temporary exception may be given, and the Fair Market will need to be reviewed, and changed if necessary to be more competitive with the market price.

Exceptions are only granted when absolutely necessary, due to very specific needs, or if State Use Vendors are not willing to accept a job (as in the case of Janitorial Services in out of the way places) where State Use Vendors are not willing to travel to.

- c. Manhours Report Review:

The 2014 and the 2013 Manhours reports have been provided for your review.

New Horizons has received a "notice to cure" letter. They have 30 days to provide their 2014 manhours. If they do not provide their report by the deadline the State Use Committee will be notified and New Horizons may be removed from the State Use Program.

III. Discussion and possible action to approve Fair Market pricing/changes

The Fair Market Sub-Committee (Mr. Smith, Mr. Monroe, and Mr. Oliver) and Malina Brywczynski (CPO for State Use) had a conference call to discuss the Fair Market pricing for a number of items.

a. SW001 – Acrylic Awards-Dale Rogers Training Center

Fair Market Sub-Committee recommends that the State Use Committee approve the Sub-Committee proposed Fair Market price.

Motion to approve the proposed Fair Market price made by Ms. Chace and seconded by Mr. Kettler.

YEAS: Mr. Smith, Ms. Chace, Mr. Kettler, Mr. Tate

NAYS: None

ABSTAIN: None

ABSENT: Effie Foster, David Oliver, Travis Monroe

Motion passed

b. SW001 – Award Plaque-Dale Rogers Training Center

Fair Market Sub-Committee recommends that the State Use Committee approve the Sub-Committee proposed Fair Market price.

Motion to approve the proposed Fair Market prices made by Ms. Chace and seconded by Mr. Tate.

YEAS: Mr. Smith, Ms. Chace, Mr. Kettler, Mr. Tate

NAYS: None

ABSTAIN: None

ABSENT: Effie Foster, David Oliver, Travis Monroe

Motion passed

c. SW001 – Trophies-Dale Rogers Training Center

Fair Market Sub-Committee recommends that the State Use Committee approve the Sub-Committee recommended Fair Market prices.

Motion to approve the proposed Fair Market prices made by Mr. Kettler and seconded by Mr. Tate.

YEAS: Mr. Smith, Ms. Chace, Mr. Kettler, Mr. Tate

NAYS: None

ABSTAIN: None

ABSENT: Effie Foster, David Oliver, Travis Monroe

Motion passed

d. SW001 – Laundry Services-

Kiamichi, McCalls, Options, Outback, People First, Relient, Searchlight, Sequoyah, Southwest Enterprises

Fair Market Sub-Committee recommends that the State Use Committee approve the Sub-Committee proposed Fair Market prices.

Motion to approve the proposed Fair Market prices made by Mr. Kettler and seconded by

Mr. Tate.

YEAS: Ms. Chace, Mr. Kettler, Mr. Tate

NAYS: None

ABSTAIN: Mr. Smith

ABSENT: Effie Foster, David Oliver, Travis Monroe

Motion passed

e. **SW001-Mops-People First Industries of Bryan County**

Fair Market Sub-Committee recommends that the State Use Committee approve the Sub-Committee recommended Fair Market prices.

Motion to approve the Sub-Committee recommendation made by Ms. Chace and seconded by Mr. Tate.

YEAS: Mr. Smith, Ms. Chace, Mr. Kettler, Mr. Tate

NAYS: None

ABSTAIN: None

ABSENT: Effie Foster, David Oliver, Travis Monroe

Motion passed

f. **SW001-Cups-South Central Industries**

Motion to approve the Sub-Committee recommendation made by Mr. Tate and seconded by Mr. Smith.

YEAS: Mr. Smith, Ms. Chace, Mr. Kettler, Mr. Tate

NAYS: None

ABSTAIN: None

ABSENT: Effie Foster, David Oliver, Travis Monroe

Motion passed

g. **SW022-Pencils-People First Industries of Bryan County**

Motion to approve the Sub-Committee recommendation made by Mr. Smith and seconded by Ms Chace.

YEAS: Mr. Smith, Ms. Chace, Mr. Kettler, Mr. Tate

NAYS: None

ABSTAIN: None

ABSENT: Effie Foster, David Oliver, Travis Monroe

Motion passed

h. **SW203-Briefs-People First Industries of Bryan County**

Motion to approve the Sub-Committee recommendation made by Mr. Kettler and seconded by Mr. Tate.

YEAS: Mr. Smith, Ms. Chace, Mr. Kettler, Mr. Tate
NAYS: None
ABSTAIN: None
ABSENT: Effie Foster, David Oliver, Travis Monroe
Motion passed

IV. State Use Awareness Day Follow-up

State use awareness day event went very well. Many capitol assistants and legislators stopped by the booths, and Daron visited legislators in their offices.

V. New Vendors

This is a follow-up on the 2 Texas vendors discussed in the 2/25/15 State Use Committee meeting. Beacon Lighthouse for the Blind and The San Antonio Lighthouse for the Blind both have workshops in Oklahoma and currently employ Oklahomans. They have retail storefront locations, and they ship from those locations. In Oklahoma, both of these vendors are currently working at Air Force bases. San Antonio Lighthouse for the Blind works out of Tinker and Altus Air Force Bases. Beacon Lighthouse for the Blind is working out of Fort Sill Oklahoma. Neither of these vendors has provided form 14(c) the U.S. Department of Labor Certificate Authorizing Special Minimum Wage Rates. Daron does not think that this form is needed for these 2 vendors because they both pay minimum wage or higher, but he will check into whether this form is needed.

Due to the questions regarding the form 14(c) the State Use Committee has tabled voting on these two vendors until the June 3, 2015 meeting.

VI. Newsletter

Daron has created a newsletter that is going to be online. The newsletter will provide information on the State Use Program and State Use Vendors. The newsletter will also provide information on current and new products, and upcoming events.

A suggestion was made that the newsletters include the link to the procurement schedule.

VII. New Business

Mr. Smith received word from Ms. Foster that she is planning to resign from the State Use Committee. To qualify for this committee seat the candidate must be an individual or a parent or guardian of an individual with severe disabilities who participates in vocational programming through a sheltered environment facility. If anyone knows of an individual who qualifies for this seat and who would be interested in being on the State Use Committee please let Daron know. The plan is to vote someone into this position at the June 3, 2015 meeting.

VIII. Public Comments

None

IX. Adjournment

Motion to adjourn Ms. Chace seconded by Mr. Tate
YEAS: Mr. Smith, Ms. Chace, Mr. Kettler, Mr. Tate
NAYS: None
ABSTAIN: None
ABSENT: Effie Foster, David Oliver, Travis Monroe
Motion passed

Meeting adjourned at 1:51 p.m.