

STATE OF OKLAHOMA
STATE USE COMMITTEE MEETING MINUTES

Library for the Blind and Physically Handicapped
300 NE 18th Street, Oklahoma City, OK 73105
April 6, 2011

Call to order

William Smith called to order the regular meeting of the State Use Committee at 1:02 pm.

Roll call for Quorum

Larry Smith conducted a roll call.

Members Present: William Smith, Committee Chair; David Oliver, Committee Vice Chair; Effie Ballard, Committee Member; Randy Ross, designee for John Richard, Committee Member.

Members Absent: Jane Nelson, Committee Member

Quorum Declared with 4 members present.

Introductions

Jane Nelson, Committee Member arrived during introductions, all members present.

I. Approval of minutes

Motion to approve the minutes of the March 2, 2011 State Use Committee Special meeting made by Ms. Ballard and seconded by Mr. Oliver.

YEAS: Mr. Oliver, Ms. Ballard, Mr. Ross, Ms. Nelson

NAYS: None

Abstain: Mr. Smith

Motion passed

II. Financial Information

- a. Allotment Report
- b. Deposit Report
- c. Operating Budget Comparison
- d. Quarterly

III. Discussion and Possible Action to approve fair market pricing

a. SW917 Picture Frames – Dale Rogers Training Center

Motion to approve and establish the state contract price as the fair market price for picture frames, as recommended by the Fair Market Review Sub-Committee was made by Ms. Ballard and seconded by Ms. Nelson.

YEAS: Mr. Oliver, Ms. Ballard, Mr. Ross, Ms. Nelson, Mr. Smith

NAYS: None

Motion passed

b. SW772 Disposable Dinnerware – Oklahoma Production Center

Motion to approve and establish the calculated fair market price as the fair market price, as recommended by the Fair Market Review Sub-Committee for the disposable dinnerware made by Mr. Oliver and seconded by Mr. Ross.

YEAS: Mr. Oliver, Mr. Ross, Ms. Nelson, Mr. Smith

NAYS: None

Abstain: Ms. Ballard

Motion passed

c. Green Cleaning Products

Green cleaning products were on a previous statewide contract, held by a State Use Vendor. The fair market price is proposed to be established to allow for a new contract. State Use Contracting Officer, Larry Smith to give all State Use Vendors the opportunity to provide the green cleaning products at or below the fair market price. By direction of the Committee a thirty day period should be allowed for any vendor to respond. If there are no responses, the contract shall be awarded to Rambo Janitorial Services.

Motion to approve and establish the calculated fair market price as the fair market price, as recommended by the Fair Market Review Sub-Committee for the green cleaning products made by Ms. Ballard and seconded by Ms. Nelson.

YEAS: Mr. Oliver, Ms. Ballard, Mr. Ross, Ms. Nelson, Mr. Smith

NAYS: None

Motion passed

d. SW022 CD's, DVD's and Cassettes – Work Activity Center

Motion to approve and establish the calculated fair market price as the fair market price, as recommended by the Fair Market Review Sub-Committee for the CD's, DVD's and cassette tapes made by Mr. Ross and seconded by Mr. Oliver.

YEAS: Mr. Oliver, Ms. Ballard, Mr. Ross, Ms. Nelson, Mr. Smith

NAYS: None

Motion passed

IV. Discussion and Possible Action to establish a policy on allowable shipping charges that can be added to a contract

Statewide contract shipping information provided to the Committee. Some statewide contracts have shipping charges while others do not and this is causing a hardship on some vendors. State Use Contracting Officer, Larry Smith explained what he has heard from the vendors and wanted to make the Committee aware of the issue. Ms. Nelson suggests doing a study to find a percentage for shipping for each statewide contract. Ms. Ballard suggested the vendors suggest or recommend shipping with their fair market prices and this be presented for approval by the Committee. Vendors could email their ideas to Larry Smith. Mr. Oliver suggests any vendor losing money because of shipping should request new fair market pricing.

V. Proposed Executive Session for the purpose of discussion and possible action concerning a pending claim, action, or application involving one or more State Use Vendor are vendor applicants pursuant to 25 O.S. § 307 (B) 4

Chairman Smith asked for a motion to recess the regular meeting and reconvene in Executive Session. A motion was made by Mr. Oliver and seconded by Mr. Ross that

the Committee recess regular meeting and reconvene in Executive Session. Upon roll call the vote was as follows:

YEAS: Mr. Oliver, Ms. Ballard, Mr. Ross, Ms. Nelson, Mr. Smith

NAYS: None

Motion passed

Chairman Smith asked for a motion to reconvene in regular session. A motion was made by Ms. Ballard and seconded by Mr. Ross that the committee reconvenes in regular session. Upon roll call the vote was as follows:

YEAS: Mr. Oliver, Ms. Ballard, Mr. Ross, Ms. Nelson, Mr. Smith

NAYS: None

Motion passed

No motions were made as a result of Executive Session.

VI. Discussion and possible action concerning Qualified Organizations that failed to send a representative to the Annual meeting as required under Rule 304-10-1-10(e)

a. The Bridges Foundation

Motion to remove The Bridges Foundation from the State Use Procurement Schedule and disqualify them as a Qualified Organization made by Mr. Ross and seconded by Mr. Oliver.

YEAS: Mr. Oliver, Ms. Ballard, Mr. Ross, Ms. Nelson, Mr. Smith

NAYS: None

Motion passed

b. Work Activity Center

Motion to require a representative of the Work Activity Center attend a meeting with State Use Contracting Officer, Larry Smith to obtain the training provided at the annual meeting plus two years of probation was made by Mr. Ross and seconded by Ms. Ballard.

YEAS: Mr. Oliver, Ms. Ballard, Mr. Ross, Ms. Nelson, Mr. Smith

NAYS: None

Motion passed

VII. Discussion and possible action concerning Faith 7 Activity Center application to become a State Use Qualified Organization

The application packet to become a Qualified Organization was reviewed by all State Use Committee members. Motion to approve Faith 7 Activity Center as a Qualified Organization and add them to the procurement schedule made by Mr. Ross and seconded by Mr. Oliver.

YEAS: Mr. Oliver, Ms. Ballard, Mr. Ross, Ms. Nelson, Mr. Smith

NAYS: None

Motion passed

VIII. Discussion and possible action concerning G & G Solutions to become a State Use Qualified Organization

The application packet to become a Qualified Organization was reviewed by all State Use Committee members. Motion to deny G & G Solutions as a Qualified

Organization until the letter of recognition as a 501(c) 3 is received from the IRS made by Mr. Ross and seconded by Mr. Oliver.

YEAS: Mr. Oliver, Ms. Ballard, Mr. Ross, Ms. Nelson, Mr. Smith

NAYS: None

Motion passed

Ms. Ballard requested each State Use Vendor be reviewed to ensure all qualification information is on record. Any vendor with incomplete files shall be presented to the State Use Committee for re-approval as a Qualified Organization.

IX. Reports

- a. Legislative Session – Leanna Edmonds discussed the Legislative Session and Trade Show which took place on March 15 & 16, 2011. The events are scheduled for February 7 & 8 of 2012 at the Oklahoma History Center.
- b. State Use Vendor Compliance – All vendors are in compliance.
- c. State Use Survey Report – item stricken.
- d. SUPRA Report Results – Larry Smith reviewed the Oklahoma data compared to all other

X. Recognition of retiring and exiting committee members

Committee Member Jane Nelson was recognized for her time serving on the committee as the Director of Visual Services.

Committee Member Randy Ross was recognized for his time serving as the designee for the Director of the Department of Central Services. Mr. Ross the Executive Director for the Oklahoma Accountancy Board.

XI. New Business

No new business.

XII. Public comments and announcements

Larry Smith announced that Goodwill Industries of Tulsa has opted not to renew their statewide contract for under garments. The State Use office will send this out to all State Use Vendors for an opportunity to obtain the contract.

Judy Goodwin from Oklahoma Community-Based Services notified vendors of a speaker on April 14. Senate Bill 176 and state budgets were discussed briefly.

Mr. Ross briefly discussed several bills that will affect State Use. One consolidates the Department of Central Services and moves them under the Office of State Finance.

Another piece of legislation requires any organization that must register would be moved to the Department of Commerce for one stop licensing. HB 1208 allows the Governor to appoint all board members to all boards and commissions in the State of Oklahoma.

Meeting Adjourned at 2:40 p.m.