

MINUTES

State Use Committee Meeting Thursday,
February 3, 2022 @ 1:30 p.m.

VIRTUAL ONLY

Microsoft Teams meeting

AGENDA

1. Welcome and Call to Order / Roll Call
 - *Committee Attendees:*
 - *Senator Oletha Faust-Goudeau, Shelby Fry, Buddy Sell, Ephrom Marks, Rob Tabor, Rick Beattie*
 - *Quorum established.*
2. Approval of December 2021 Minutes
 - *Motion to approve minutes by Buddy Sell to approve, 2nd by Ephrom Marks – approved, no objections.*
 - *Minutes for December Retreat. Motion by Shelby Fry to approve, 2nd by Ephrom Marks, – approved, no objections.*
3. Old Business
 - Continue Discussion on Mandatory vs. Non-Mandatory Catalog Items
 - *Impact to reporting*
 - *Mandatory & Non-Mandatory items – Intent is to allow the state agencies and political subdivisions to purchase goods and services that are needed from state use law vendors.*
 - *Mandatory: items should be treated as preferred to across the state.*
 - *Non-Mandatory: items that could be bought through state use vendors without going through the competitive bid process.*
 - *Impact to Vendor Preference Program*
 - *Recruit more participants, grow sales.*
 - *Vendors are excited about the opportunity but the need to be more familiar with the program so they may participate.*
 - *Any non-mandatory items that get included in the catalog would allow any state or school entity to bypass the bidding process.*
 - *Conflicts with other state contracts?*
 - *There has not been much conflict with other state contracts.*
 - State of Kansas Contracting Process
 - *Demo of Current Contract Search Engine*
 - *Rick provided a demonstration of current contract search engine, and new potential contract documents for state use vendors.*
4. New Business:
 - Review/Approve Retreat Minutes
 - *Approved – See above*
 - Review SUL Vendor packet, for updates and/or recommended modifications
 - *(Rick) Willing to add a contract document for every state use vendor that is in the catalog with their specific item/product/service and open it to political subdivisions so anyone may use it. Everything in the catalog would be listed with a list of mandatory items, and possibly a list of non-mandatory items as well.*
 - *Mandatory items are listed with established prices. Non-Mandatory products will not be defined as a lot of these prices fluctuate frequently.*

- *Options discussed: Market basket list for non-mandatory items so exact prices do not need to be listed.*
 - *SUL Vendor Qualifications Checklist addresses a whole host of issues. Review and update, put a revision date so it can be reviewed.*
 - *Not all vendors have submitted a state use packet. May request all state use vendors to submit updated packets to be posted on the website.*
 - *Set target dates and assignments for goals identified during retreat*
 - *Target date for goals to be complete: end of March (April meeting).*
 - *Goals identified during retreat: 1) Identify number of people served in SUP – SUL Vendor Qualifications Checklist. 2) Identify a list of other qualified vendors that may want to participate in the program. 3) Increase state use sales by 10% (7.1 million) from FY 2021, target date - FY 2023. 4) Add mandatory items to the program and a description of non-mandatory items. 5) Review the schedule for the FY 2023 catalog submission. 6) Establish proposed calendar to present in person to Kansas legislature.*
 - *Bring more awareness to SUL Vendors: contact elected official, continued marketing to potential buyers.*
 - *Motion to table, and present for approval the format we will use in April meeting. Approved.*
 - *Target date for Shelby to present at April meeting.*
 - *Establish proposed calendar to present in-person to Kansas legislature*
 - *Natalie is making an annual presentation to the commerce committee first and then will move into the delegations. Buddy Sell to attend the annual presentation.*
 - *Review State-Use sales for calendar year 2021 (with 10% growth goal in mind for FY 2022)*
 - *Buddy Sell recommended the SUL Vendors Increase sales by 10% (7.1 million) from FY 2021, target date – End of FY 2023.*
5. *Other Business*
- *Red Catapult – Doug Suchy stepping down. Will need someone to replace him on the SUL vendors committee.*
 - *Committee members – request for Staples login to see price of services we're putting on platform.*
6. *Stakeholder Feedback*
- *Nothing to report*
7. *Adjournment*
- *Approved*