PROCUREMENT IMPROVEMENT COUNCIL (PIC)
November 30, 2021

Start Time: 1:04pm End Time: 1:59pm Location: Virtual

Members Present:

Chair CPO, Designee DCPO	Mike Haifley	**Superintendent of Schools, Desig.**	Jenna Meinl
State Treasurer, Des Dep. Treasurer		**Senate Member**	Senator Melany Griffith
Chancellor USM, Designee	Thomas Hickey	**House of Delegates Member**	
Secy DoIT, Designee	Susan Howells	**Local Govt. Rep (w/Proc. Exp.)**	Mary Jo Childs
MDOT Secy, Designee	Mike Zimmerman	**Social Services**	Nancy Hall
BPW Procurement Advisor	Gabe Gnall	**Social Services**	Sheryl Brissett Chapman
GOSBA Special Secretary		**Veteran Owned Business**	
GOSBA Designee	Alison Tavik	**General Public (w/State Proc. Exp.)**	
Secy of Juvenile Services, Designee		**Minority Owned Business**	
Secy Human Services, Designee	Nneka Willis-Gray	**Minority Owned Business**	
Secy of Health, Designee	Jim Beauchamp		

Guests/Attendees:

Howard Barr	Keith Gagnon	John Gontrum	Valerie Green
Debbie Groat	Liz Harris	PJ Hogan	Andrea Mansfield
Lauri McGuire	Stephanie Rudy	Karin White	

DGS Office of State Procurement (OSP) Staff:

Sachin Bhatt	Lisa McDonald	Leslie Shoenhard	Victoria Steeger
Jamie Tomaszewski	Judy Urban		

PIC Statutory Responsibilities -- The Council shall:

(1) Ensure that the State's procurement system is utilizing the most advanced procurement methods and management techniques, including policies, procedures, and forms for all procurement activity and contract management;

(2) Effect and enhance communication between State units on procurement matters, with an emphasis on disseminating information on current developments and advances in procurement methods and management;

(3) Provide a forum for the discussion of specific procurement issues and problems that arise, including:
- *i. Procurement officer training;*
- *ii. Risk analysis and insurance requirements;*
- *iii. Management of eMaryland Marketplace and other Internet procurement resources;*
- *iv. Use of eMaryland Marketplace and compliance with State Finance and Procurement Article (SFP) §17–502;*
- *v. Use of intergovernmental cooperative purchasing agreements; and*
- *vi. Any other issues or problems identified by the Council;*

(4) Advise the Board on problems in the procurement process and make recommendations for improvement of the process;

(5) Review existing procurement regulations to:
- *i. determine whether they fulfill the intent and purpose of the law, especially as it relates to fostering broad–based competition; and*
- *ii. make recommendations on the regulations, if revising and restructuring them will result in easier understanding and use; and*

(6) Advise the General Assembly on proposed legislation in order to enhance the efficiency and transparency of State procurement.

ITEM	AGENDA
1	Welcome & Member Attendance
2	Topics for Discussion
3	Open Discussion
4	Closing Remarks
5	Adjournment

Welcome:

Mike Haifley, Deputy Chief Procurement Officer, welcomed the members and guests to the PIC meeting. Bob Gleason, PIC Chair, left in September and an active recruitment is underway to replace him. With this in mind, Mike stated we'd wait until the new CPO has onboarded prior to making any changes to our normal PIC meetings. Member attendance was taken.

Item A: IT Terms and Conditions Workgroup

Sachin Bhatt, DGS Director of the OSP eCommerce Management Bureau, reiterated the recommendations "Delays and Extensions of Time", "Suspensions of Work", "Limitation of Liability", and "Indemnification Provisions". He is waiting on feedback through the work group and once recommendations are completed, will bring back to this body for review.

Item B: eMaryland Marketplace Advantage (eMMA)

Sachin also briefed the PIC on eMMA, the tool the state is implementing to support procure-to-pay functions. Sachin shared a "roadmap" which shows the completion of 1.0 and 1.1 and what those releases covered or included, the preparation for deployment of 1.2 which is nearing and what it includes, and future releases with what they include.

Item C: Maryland Procurement Academy (MDPA)

Dr. Victoria Steeger, Chief Learning Officer, briefed the PIC on MDPA and eMMA training. eMMA Training has 25 state and 9 vendor recordings available. The CMPO program had 141 Procurement Officers who have taken and passed the course and certification exam, with another 36 currently in the program ending December 16. There are a handful who will need remediation and they're in process now. This is a total of about 177 Procurement Officers. A new schedule is coming for 2022 to include the CMPO, adding the CMPA (Certified Maryland Procurement Associate), and adding a new program that introduces Maryland Procurement by way of a self-paced video to be available on the web.

Senator Griffith – are we capturing data and tracking all this information?
Victoria – yes, we know who, what dept, what county, etc. For 2021 it's been trying to complete what was mandated in HB1021 and in 2022 we'll be able to open it up to more departments
Mary Jo Childs – looking for eMMA Training for "bid board" users
Victoria – will reach out and work with you on needs

Item D: PIC Statutory Responsibilities

Mike Haifley reminded the PIC of its responsibilities (listed above) and focusing on Procurement Officer training, risk analysis and insurance requirements, management of eMMA and compliance with 17-502, intergovernmental cooperative purchasing agreements, advising the Board, etc.

Senator Griffith – make sure the process is also included
Mike – will make sure these are brought up to the new CPO
Sheryl Chapman – how does a social services member be most supportive?
Mike – the CHESS and PIC have combined and will make us more collaborative. There are things unique to Human Services and your input would be invaluable to craft processes and terms.
Jamie Tomaszewski – one reason we combined the two councils was because the PIC was the only one who could make recommendations to BPW and combining them may help to move the process along.

Item E: PIC Annual Report

Jamie Tomaszewski, Chief Administrative Officer, briefed the PIC on the new reporting requirements for 2021. Previously the Council for the Procurement of Health, Education, and Social Services (CPHESS) was required to do an annual report at the end of each year. Now that CPHESS and PIC are combined, the PIC is responsible for annual reports. Jamie will draft the joint annual report for 2021, since CPHESS was in effect until July 1, 2021. The draft report will be sent to the PIC members for review and comments for final submission by the end of the year.

Tom Hickey – this is different than the Chief Procurement Officer's report of last year?
Jamie – yes, that was a requirement of HB1021 due at the end of our first year as the Office of State Procurement
Mike – wanted to know where we were with open seat suggestions
Senator Griffith – spoke with Delegate Ferguson's office last week, they are in the process of vetting candidates

Item F: Open Discussion

Tom Hickey – Part of our charge should be streamlining reporting, reporting that's "actually" needed or necessary
Mike – maybe we can set up a group to look at that, 1-3 topics of need
Jamie – Bob's report listed some of those, will pull and forward
Mike – let Jamie know what reports you see as a concern
Jamie – inquired of the upcoming 2022 meetings, day and time
Tom – let's start in February so we can look at legislation
Mike – mid-February, also taking into consideration of our new CPO

Closing Remarks

Mike Haifley, Deputy Chief Procurement Officer and Chair, thanked everyone for their hard work and wished everyone Happy Holidays.

Meeting adjourned at 1:59pm