PROCUREMENT IMPROVEMENT COUNCIL (PIC)
November 9, 2022

Start Time: 1:34pm End Time: 3:08pm Location: Virtual

Members Present:

Chair, CPO	Mike Zimmerman
State Treasurer, Designee	Cissy Blasi
Deputy Treasurer	
Chancellor USM, Designee	Tom Hickey
Sec. DoIT, Designee	Susan Howells
Sec. MDOT, Designee, CPO	Valerie Radomsky
BPW Procurement Advisor	Gabe Gnall
GOSBA, Designee	Alison Tavik
Sec. of Juvenile Serv., Designee	
Sec. Human Serv., Designee,	Gregory James
Deputy Secretary	Nneka Willis-Gray
Sec. of Health, Designee,	Jim Beauchamp
Procurement Director	
Superintendent of Schools, Designee	Jenna Meinl
Senate Member Representative	Karin White
House of Delegates Member	Delegate Nicholas Charles
Local Govt. Rep (w/Proc. Exp.)	Mary Jo Childs
Social Services	Nancy Hall
Social Services	Sheryl Chapman
Veteran Owned Business	
General Public (w/State Proc. Exp.)	
Minority Owned Business	Wallace Sermons
Minority Owned Business	Ed Tay

Guests/Attendees:

Andrea Mansfield Debbie Groat Lindsay Rowe Harris Floyd

DGS Office of State Procurement (OSP) Staff:

Jamie Tomaszewski Judy Urban Leslie Shoenhard Victoria Steeger
Lisa McDonald Yasin Mohammed

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 Zimmerman, Chief Procurement Officer (CPO), welcomed the members and guests to the final PIC meeting of 2022. Member attendance was taken.

Item A: Maryland Procurement Academy

Victoria Steeger, Chief Learning Officer, DGS OSP, provided the following updates: the first eMMA pilot training sessions (July- September) have completed with over 1400 people trained and we're now in the second round. We are also wrapping up our pilot Certified Maryland Contract Manager (CMCM) program, hoping to offer this course in January of 2023. A one-pager for new Procurement Officers to Maryland was developed and is located on the website, this document lists links to informative websites. And finally, the CMPO and CMPA courses continue.

Item B: Terms & Conditions Work Group Update/Next Steps

Judy Urban, Work Group Chair, the workgroup has met multiple times, and representatives have had opportunities to provide feedback, comments, and suggestions. The next step is to hold State work group sessions to go through all the suggestions and ultimately, meet again as a full work group prior to making recommendations to the PIC.

Item C: Better Vendor Communication Work Group Update/Recommendations

Valerie Radomsky, Work Group Chair, the workgroup has met twice since our last PIC meeting and discussed preparations for, and impressions from, the Minority Business Summit. We were able to recruit a potential member there but are still looking for more. We talked about the need to standardize vendor communications as much as possible, are currently reviewing email responses from USM, IT Vendors and "others", and identified the need to find opportunities for small businesses, minority, and veteran owned small businesses for small procurements. Would like to make a training video for Agency purchasers on how to use eMMA to search for vendors, differentiating purchasing from procurement and would occur after integration is complete.

A discussion about minority business certifications in Maryland vs the federal process followed.

Item D: eMMA User Entities Work Group Update/Recommendations for the CY2022 PIC Responsibilities

Jamie Tomaszewski, Work Group Chair, stated the group met several times to discuss how we can better get information out. Recommendations include providing language that is consistent and updating policies, offering training, and having a quick reference guide on how to post notices and awards. Next steps, working on a communications plan for training and outreach and finding out what the barriers are to get an understanding of why it's a challenge. Debbie Groat reached out to the Baltimore Regional Cooperative Council and completed a training session and Q&A, and Gabe Gnall confirmed the regulations will be updated.

Item E: Approved Recommendations to reduce the number of Procurement Reports

- The SBR Strategic Plan and the MBE Strategic Plan reports to GOSBA have been combined into one report.
- The Report on Green Purchasing Activities & Progress will be combined with the Green Purchasing Annual Report.
- Pending - Seek legislation to delete SF&P 15-111(a). On the chart this is listed as #7-#11. The rationale is that with the new eMMA system, this information is publicly available, as well as on BPW agendas for emergency and expedited procurements. See link to chart from 2020 CPO Report: https://procurement.maryland.gov/wp-content/uploads/sites/12/2020/10/2020CPOReport_HB1021_Chapter_590_2017.pdf

Tabled discussion for next year.

Item F: Open Discussion

- Debbie Groat suggested the locals need to be included in training activities at the time of or prior to implementation of laws, referring to our Item D discussion. Jamie confirmed we are working to that end.
- Wallace Sermons inquired if we had a comprehensive document to include all the PIC accomplishments for the year.
- Yasin Mohammed suggested a distribution list would be handy to refer to for communications.
- Jamie Tomaszewski suggested for our January meeting we consider creating PIC bylaws and professional standards, how we want to see recommendations come in through the PIC, how we want to establish voting on recommendations, voting on PIC minutes, reviews and approvals for the recommendation changes, or new legislation. Mike Zimmerman asked that if anyone is on another committee that has bylaws or professional standards to please pass them along to Jamie for review.
- Delegate Charles brought up the transition and what it may look like, our next meeting may not include those at this meeting. Mike Zimmerman said a foundation would be left for those to come; Jamie confirmed we have a transition plan in the works as well as being able to refer to the Annual Report for our 2022 accomplishments.

Closing Remarks

Mike Zimmerman thanked everyone for their input in 2022.

Meeting adjourned at 3:08pm.