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| Council for the Procurement of health, educational & social services (CPHESS) Agenda | | |
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| Location: | Google Meet Conference Call |  |
| Date: | July 23, 2020 |  |
| Time: | **10:00 am – 12:00 pm** |  |
| Chair: | Robert Gleason, Chief Procurement Officer (CPO) |  |

# Agenda Items

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|  | 10:00 am | Introduction of the new Chair Robert (Bob) Gleason, CPO, Department of General Services, and all new and returning Council Members. |  |
|  | 10:15 – 11:00 am | Review the 2019 CPHESS Report submitted by the previous Chair, Gabe Gnall, BPW Procurement Advisor, specifically the Recommendations and Subsequent Implementations.   * Procurement methods used to solicit delivery of health, education, and social services delivery * Improving agencies’ timeliness in distributing requests for proposals for health, education, and human services delivery * Paying contractors timely * Standardization of contracting processes among and within State agencies * Other issues, including current State laws or regulations affecting the efficiency and cost of procuring health, education, and social services |  |
|  | 11:00 – 11:15 am | Review State Procurement Developments since the 2011 Task Force Report from the 2019 Report.   * Accomplishments of the Council to Date * Procurement Training Requirements for State Procurement Officers * Standardized RFP Template for Procurement Officers and Vendors |  |

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|  | 11:15 – 11:45 am | Discuss any Outstanding Issues or Concerns to be Addressed by the Council.   * Contract Monitoring – Standards that are developed, written, and available to both the person supplying the goods and services and to the person managing the grant/contract. *(The State employee managing the grant/contract should be different than the Procurement Officer issuing the RFP and conducting the procurement. Standardized procurement templates have already been addressed.)* * Electronic Signatures – Eliminate continuing problem with blue ink requirements. * Contract Delays |  |
|  | 11:45 am – 12 pm | Discuss the Consolidation of the Council based on the recommendation by the previous and current Chairs of CPHESS that “Future Work on Procuring Human Services Should Be Assigned to the Procurement Improvement Council” (PIC) |  |

## Additional information – Comments Raised from the Survey:

* Budget revisions - Coronavirus related.
* A more efficient procurement process – understanding the impact of COVID-19 on services procurement and the delays.