



PROCUREMENT IMPROVEMENT COUNCIL (PIC)

January 12, 2021



Start Time: 1:00pm

End Time: 2:52pm

Location: Virtual

Members Present:

Chair/CPO	Robert Gleason	BPW Procurement Advisor	Gabe Gnall
State Treasurer	Bernadette Benik	GOSBA Special Secretary	Jimmy Rhee
UMS Chancellor	Thomas Hickey	GOPI Director	Allison Cordell
DBM Secretary	Joan Peacock	Local Govt. Rep (w/Proc. Exp.)	Mary Jo Childs
DoIT Secretary	Scott Bernard	Public Member (w/Proc. Exp.)	Patrick Vizzard
MDOT Secretary	Mike Zimmerman		

Members Absent:

Juan Salazar (Public Member)

Guests/Attendees:

Alison Tavik	Andrea Mansfield	Catherine Meyers	Chantal Kai-Lewis
Christy Shockley	Debbie Groat	Debbie Thornton	Ellen Robertson
Emily Soontornsaratool	Jaideep Mulchandani	Gregory James	Henry Bogdan
Jen Colton	Kara Aanenson	Keith Gagnon	Del. Kiril Reznik
Lauri McGuire	Sen. Melonie Griffith	Nichelle Johnson	Nruti Desai
PJ Hogan	Richard Tabuteau	Rodney Spence	Ryan Walicki
Sandy Johnson	Sheryl Chapman	Steve Edwards	Valerie Radomsky

DGS Office of State Procurement (OSP) Staff:

Jamie Tomaszewski	Leslie Shoenhard	Mark Riesett	Mike Haifley
Sachin Bhatt	Victoria Steeger		

Statutory responsibilities - Powers and duties. -- The Council shall:

1. *Ensure use of most advanced methods, techniques, policies, procedures and forms for procurement and contract management*
2. *Communicate between State units on procurement matters, emphasizing current developments and advances in procurement methods and management*
3. *Discuss specific emerging procurement issues and problems, including...*
 - a. *Procurement officer training*
 - b. *Risk analysis and insurance requirements*
 - c. *eMMA and other online procurement resources*
 - d. *Intergovernmental cooperative purchasing agreements and use*
 - e. *Other identified issues or problems*
4. *Advise BPW on problems in the procurement process and recommend improvements*
5. *Review existing procurement regulations to:*
 - a. *Determine if they meet purpose and intent of law, especially fostering of broad-based competition*
 - b. *Make recommendations on regulations, if revising and restructuring results in easier understanding and use*
6. *Advise General Assembly on legislation to enhance efficiency and transparency of state procurement.*

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

Meeting Notes, Decisions, Issues:

Bob Gleason, Chair, briefed the Council on the Office of State Procurement (OSP) and strides made since the last PIC meeting and continue to make during COVID. OSP attendees were introduced and member attendance was taken.

Item A: eMMA Business Solution Overview

Sachin Bhatt, OSP Director, eCommerce Management, presented a high level overview on what eMMA is, what they've completed, and where they're going.

- eMMA (eMaryland Marketplace Advantage) is our eProcurement solution with a full procure to pay functionality. Final payments will still be made through FMIS
- March 2019 a new State Public Bid Board was released replacing Periscope
- November 2020 1.1 was released, giving us the ability to manage contracts within eMMA. One of the benefits is the ability for electronic signatures.
- April/June 2021 1.1x, commodity code crosswalk in process preparing for migration and data conversion
- April/June 2021 1.2 Vendor Management onboarding and vetting as well as MBE data
- March 2022 2.0 requisition workflow to PO transmission, integrate RSTARS and ADPICS, integrate into FMIS, payment portal

Bob invited anyone to get in touch offline for questions.

Item B: Training Overview

Dr. Victoria Steeger, OSP Chief Learning Officer, stated that the Maryland Procurement Academy (MDPA) works very closely with eMMA and Sachin's group in creating and delivering training to end-users and vendors. In November we provided webinar training for release 1.1, also created videos and resource guides based on the webinars for teleworking. There were 200 people in the webinars and over 1100 vendors.

Two pilot classes have been completed, refining our content and curriculum for the Certified Maryland Procurement Officer (CMPO) program, 37 registrants in total. We opened up enrollment today and the first class begins January 26 for our statewide program with 30 openings available. Approximately 150 people in state agencies and organizations need to be certified and we will be offering 4 additional sections in 2021.

Next month will add classes for ongoing eMMA training for new hires and users. These will all be virtual, webinar-based classes. Also planning Lunch and Learn classes and some virtual instructor less CEU classes.

We will be following up on an overview and needs analysis that was done by St. Joseph's University on Procurement. We'll use it in our development of our training as well as in a year or 18 months, reissue the survey to look for a better trained and equipped workforce.

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Bob mentioned we put together our program so it is in line with national certifications making it easier to prepare for the CPPO and CPPB national Public Procurement certifications.

Sen. Griffith complimented Dr. Steeger on the information and her presentation and wanted to know if there were any surprises on the information from the study. Dr. Steeger stated she was caught off guard by sincere offers of help from across agencies, it reflects the return rate. There is a genuine interest in this kind of training and development from leaders as well as regular procurement people, who firmly believe in it. Many suggested a committee level group to help in the development and another suggestion was a mentoring “buddy type” system. Bob added an effort was made to work with the University System Institutions of higher education to the extent that they have schools of supply chain management. He noticed there was a gap for all things beyond just procuring items such as logistics, transportation, warehousing, distribution, international commercial practices, and other key areas and wants to incorporate some of these areas into Maryland procurement officer training and education, provide a path for interns, and provide real-world experiences.

Item C: Suggested Regulation/Terms and Conditions Changes for IT Updates

Sachin Bhatt, DGS Director of the OSP eCommerce Management Bureau, discussed the work group’s goal of providing recommendations to the PIC on how we can improve a number of the terms and conditions (T&C) that make their way into IT contracts. Having received a lot of feedback from the vendor community and advice from the Office of the Atty. Gen., the workgroup focused on mandatory T&C first and presented a draft of proposed language changes, highlighted outstanding issues, and will continue to prepare a draft document of final recommendations for the next PIC meeting. Also had some RFP changes for eMMA templates.

Keith Gagnon suggested there may be some training needed.

Item D: Suggested Regulation Changes from the VSBE Task Force

Jamie Tomaszewski, OSP Chief Administrative Officer, and Chantal Kai-Lewis, GOSBA Legal & Policy Advisor, reported on the Veteran-Owned Small Business Enterprise study of last year, chaired by Eric Lomboy, DGS Chief of Staff. HB1007 of 2020 formed a task force to review the program as there was no specific agency assigned to give oversight of the day to day administrative implementation. A copy of the report was shared and their recommendation was to present some regulatory and statutory changes to the BPW. Everything in red is what has been changed with Section 5 being the most notable. Next steps would be to gather any suggestions, comments, or changes from the PIC. If there are none we would move forward with submission to the BPW for consideration.

Gabe Gnall mentioned the law was changed and recommendations would be submitted to GOSBA.

Item E: Suggested Regulation Updates for the SBR Program

Jamie Tomaszewski, DGS OSP Chief Administrative Officer, and Chantal Kai-Lewis, GOSBA Legal & Policy Advisor, discussed updates on the Small Business Reserve (SBR) statute and regulations. One concern was the statute does not mention VSBEs. The second was about regulations of the SBR with regard to a specific situation where agencies could have multiple jurisdiction statewide contracts and are procuring for the same goods and services through separate procurements. Time savings for both the procurement officers and the vendors to have one procurement with multiple jurisdictions and label SBR for some areas. It was determined in consultation with the AAG that current regulations did not need to be changed for this. However, the statute would need to be changed as it does not include the VSBE in the small business definition. There are a few more changes needing implementation that are in the process of review.

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Bob Gleason wanted to confirm any training would go through the Maryland Procurement Academy. Dr. Steeger stated any and all changes would need to be communicated to ensure all procurement officers, including seasoned staff, were aware of the changes. Jamie noted all changes will be placed in the Procurement Manual in a dedicated section for Policies and Procedures, allowing for version control and updates. (Additionally, as a note, procurement officers receive regular updates in policies and procedures through the Senior Procurement Advisory Group that meets monthly.)

Item F: 2021 Efforts

Bob Gleason, Chief Procurement Officer and Chair, thanked everyone for their hard work, the quantity and quality shows, pointing out we've completed all the "steps" of what was wanted of this Council in regard to HB1021. Now we need to improve, make progress, and continue improvements through change. In procurement he uses the following three categories to focus on transformational change:

People – training, one of the remedies and through the MDPA our procurement staff will need to be educated, trained, and certified to be competent leaders as well as untrained to relearn how we'll do things differently going forward.

Process – transformation is reflected in our laws and regulations. We need to modify those to reflect the reality we deal with in order for business processes to be effective and we have to assure that high quality goods and services are available at a reasonable cost.

Technology – the tool where Procurement and suppliers do their work, it needs to be of the highest quality and state-of-the-art in order to be efficient so it enables us to do business with our sources. Also needs to enable access to all qualified suppliers, be fair, rules impartial, decision-making is transparent, the metrics are visible, with reports and analytics that demonstrate to the public what we do and how we do it.

He explained we also have an obligation to manage the supply side, we need competent, qualified, skilled suppliers to provide the high quality goods and services the public needs. We need to educate and train them and may want to certify them to make sure they are qualified at a very high level, understand our tools and technology, and what our needs are to prepare them to do business with us.

Please consider discussion in the next meeting about having possibly three separate work groups/committees within the PIC:

1. Supply and how we improve to do business with the state
2. Demand and how we improve through education, people, process, and technology the procurement workforce
3. Process/Tools - what can we do differently, how can we reimagine doing business from a new perspective to interact together looking at best practices in the world that appropriately matches demand and supply through the specific processes the public body provides us

From this effort we would like to develop specific options/recommendations we can discuss and put forward for changes, whether legislative, regulatory or by policy. Want to look at the world differently, coming at any issue from many different directions. The PIC needs to continue and lead Maryland's improvement and modernization transformation.

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Open Discussion

Tom Hickey asked if there was any legislation that streamlines the reporting requirements.

Bob and Jamie responded in regard to the summary report that was brought to the fall PIC meeting which showed some duplication, etc., and if we can get the above work groups in the works and identify issues, we can make recommendations.

There is legislation for CPHESS and PIC to be combined and because of that, both Council memberships are in attendance today. CPHESS Council has had legislative support, however, not the PIC. Believe having representation would be beneficial to the PIC allowing us to better craft statutory changes coming out of the work groups as the PIC is statutorily obligated for regulation changes or recommendations for changes.

Senator Griffith commented she forwarded the draft Bill to Bob which would also include a recommendation of the oversight of eMMA be through PIC.

Motion to adjourn: Bob Gleason

Second: Deputy Secretary Gregory James, Department of Human Services

Meeting adjourned at 2:52pm