

MASSACHUSETTS ASSOCIATION OF PUBLIC PURCHASING OFFICIALS (MAPPO)

MEETING MINUTES

**Wednesday, November 19, 2014
Chandler's Restaurant at Yankee Candle Village
25 Greenfield Road
South Deerfield, MA
Hosted by: MHEC**

Officers Present

Mary Delaney, President
Tom Watkins, Vice President
David Gelineau, Co-Treasurer
Whitney Haskell & Sandra Marquis, Co-Secretaries

New Members Attending

Fran Bruttaniti, Stoughton
Kate Moskos, Burlington

Guests Attending

Jackie Abbott, OSD
Cynthia Delaney, Gardner
Jennifer Forsey, OSD
Sharon Gilbert, Burlington Public Schools
Lane Kelly, Greenfield
Rika Monzillo, MHEC
Patricia Parker, OSD

Welcome

Mary Delaney called the meeting to order at 11:20 a.m. Mary thank MHEC for hosting the meeting

Co-Secretaries Report

Mary asked for approval of the October meeting minutes. A motion was made, seconded and motion was approved.

Co-Treasurers Report

David Gelineau reported that the month's beginning balance was \$47,254.19 and after additional dues and expenses the ending balance is \$46,669.41. There were no questions or comments on the treasurer's report. A motion was made to accept the report and duly seconded. Motion passed.

Legislative Affairs Committee Report

The Executive Board will meet after the regular meeting to discuss how MAPPO could/should participate in reforming the construction laws. The Executive Board will send out an e-blast with more information.

Web-site Committee Report

It was suggested that the committee should add a list of vendors currently used by the cities and towns on the web-site, along with a comment section that would detail their experiences with those vendors. The web-site committee thought the idea of adding a vendor list to the web-site would be helpful to the

membership but, suggested that members contact each other directly for comments on their experiences. Tom will update the membership on this issue at a future meeting.

The October meeting presentation has been uploaded to the website. MHEC will make today's presentation available after this meeting and will also be posted on the website.

Tom stated that he could use more help on the website. Anyone wishing to assist please contact Tom.

Speaker Committee Report

The Massachusetts Municipal Lawyers Association will be speaking at the February meeting. Angela asked the membership what topics they would like addressed. One idea was "lawyers' perspective on procurement". Angela needs more details on this idea. Another suggestion was modular RFP's. If anyone has any other ideas please contact Angela or anyone on the speaker committee.

Working Group Committee

Quietly going forward. The group is looking to schedule a meeting with Gary Lambert and his team.

MUNIS Working Group

The MUNIS Working Group has reached out to the State IT Department. MUNIS has agreed to meet with the group during the next few weeks.

Good & Welfare Committee

No report

Seminar Committee

No report

CommBuys Enablement Team for Municipalities

Barbara stated that CommBuys held to regional meetings, Malboro and Holyoke, and both meeting went well.

On December 10th CommBuys is meeting with the vendor community to demonstrate how the software can help them find contracts and new opportunities for business. This training will take about 2-3 hours. Also part of the training will discuss how vendors can get on OSD contracts.

CommBuys staff is still encouraging municipalities to invite the training team to their location for more discussion and training.

Last week Mary met with the CommBuys team and called it an eye opening discussion. She said it was very simple and the team is more than willing to help with any issues.

MAPPO Outreach Committee

The committee reached out to 5 or 6 communities in the Deerfield area with no success. The Committee will continue to reach out to new communities in the vicinities of our up-coming meetings. They will also encourage members who have not been to meeting to join us at our meetings.

Announcements

December Holiday Social will be hosted by Nick Read at the Charles River Country Club in Newton Centre on December 17th

Recognitions

Mary read a short passage that spoke of how procurement officials are often under- appreciated but offer a very valuable service. Procurement officer not only help obtain goods and services but help keep people out of the press and sometimes out of jail. They are the watch dogs. We need to cheer ourselves. We also need to figure out how to garner as much respect as a city clerk or auditor.

Old Business

None

New Business and Member's Agenda Items

There was a short discussion regarding the French River Collaborative. The FRC bid out a heating oil contract for their school and then offered this contract to other municipalities. It was a good price; however, non-profit agencies are not allowed to bid on behalf of government agencies.

Lunch

A buffet lunch was served from 12:00 p.m. to 1:00 p.m.

Speaker Presentation

Eric Weiss and his team from MHEC gave their presentation on the history and future of the MHEC.

Eric introduced his team and talked briefly about how he came to be at the MHEC. He also assured the membership that the MHEC bids and contracts with vendors in accordance with all Massachusetts State bid laws and all municipalities and non-profits are allowed to utilize their contracts.

Eric mad a point to say that procurement is not just about spending but also about “savings”. In order to emphasize the value of the job and position of procurement the profession needs to demonstrate how we “save” money and obtain value.

Eric then proceeded to speak about MHEC's critical strategic partnerships. Two of these partnerships are with the OSD and the Massachusetts Library System. A good example of why these partnerships are so valuable is the MLS. The MLS provides the content (what they need) and the MHEC provides the expertise in bidding and contracting. Together they are able to obtain good products and services at a lower cost. The partnership also saves time for both parties and lowers the purchasing risks. It also gives the MLS access to not only their vendors but, all the vendors that the MHEC utilizes.

Eric then discussed “What You Can Do” to make MHEC even stronger and more valuable to your municipality. His suggestions involved: making yourself aware of what contracts are available, utilize the contracts, keep MHEC up-to-date with your needs, and confirm your contract spend volume, and provide feedback and suggestions. In return, MHEC will provide you with a savings report; make your job easier by doing the research and bidding out the contracts.

MHEC is one of the largest purchasing consortiums in New England. They are currently expanding rapidly in Connecticut, especially in the college and university communities. The municipalities in CT are just starting to reach out to MHEC.

The current and future efforts of the MHEC will revolve around increasing membership (currently 560 members); insuring that contracts remain relevant; reach out to the membership to understand their needs and concerns; keep track of membership spend volumes; improve website and its accessibility; upgrade the bidding software; and, help and serve.

Eric and his team spent some time reviewing the types of contracts offered and the vendors on that list. A handout, "Library Quick Reference" detailing the MLS contracts was passed out. A discussion was held on how and when MHEC will be upgrading their software and improving their website. Along with this discussion the team demonstrated how to search for contracts on the website and how to access the video training material.

Lastly Eric and his team reviewed the correspondence sent via e-mail: Monthly Strategic Partnership Showcase and Ed Save and the newsletter (3 xs per year). These e-mails not only provide information on the current contracts, new vendors, changes to contracts, and savings; but, also information on members and job openings.

Lastly, Eric and his team invited everyone to MHEC's Holiday Open House on December 10th in Amherst.

Eric thanked the MAPPO members for allowing him and his team to host the meeting and present.

Meeting Adjourned

The meeting closed at 1:40 p.m.

Respectfully submitted,
Sandra L. Marquis, MAPPO Co-Secretary