

# PCAG Meeting Minutes

January 19, 2022

- Welcome
  - Facilitator: Jaime Rossman-Assistant Director Contracts & Procurement, Department of Enterprise Services
- Introducing Tara C. Smith
  - Tara C. Smith-Director, Department of Enterprise Services
- Sole Source Contracts
  - Tara C. Smith-Director, Department of Enterprise Services
  - Sole Source Procedures: New requirement to post answers to the justification questions in WEBS. New requirement to post a copy of the finalized draft content to WEBS and agency website.
  - Changes to DES' review process
  - Sole Source Justification Templates: Cost analysis will include quantification
  - Sole Source Glossary Supplement
  - Sole Source FAQ additions
- Cooperatives' Participation Strategy
  - Elena McGrew-Statewide Enterprise Procurement Manager, Department of Enterprise Services
  - Cooperatives' participation: 200 Master Contracts, 55 of them through cooperative agreements.
  - Current Strategic Drivers: Portfolio of Contracts, Staffing, and Business Inclusion.
  - Advantages of Cooperatives: Buying power and shared expertise
  - Disadvantage of Cooperatives: Small business disadvantage and Socio-Economic goals
  - Proposed Approach
- Call for Agenda Topics
- Jaime Rossman, Assistant Director Contracts & Procurement, Department of Enterprise Services
- Quick Legislative Update
  - Rebecca Linville, Deputy Assistant Director Contracts & Procurement, Department of Enterprise Services
  - Update on Master Contracts language change.