

CSCU | Students First

Planning Team	Fiscal Affairs – Contracts & Procurement Sub Team
Meeting Date	June 15, 2017
Members Present in Person or via WebEx	<p>Sandra Bispham-Haywood, Director of Contracts, Procurement and Purchasing</p> <p>Carrie Benyei, CCC Associate Fiscal Administrative Officer</p> <p>Mark Case, WCSU Director of Administrative Services (by telephone)</p> <p>Steve Gorman, CSCU IT Contracts & Compliance Officer</p> <p>Sharon Kromas, CSCU Associate for Contract Compliance and Procurement</p> <p>Rick Piotrowski, CSCU Manager of Contract Compliance and Procurement Services</p>

Meeting Notes

- Review of UCONN Health Center’s Procurement organizational chart for informational purposes, and review of the State University of New York (SUNY) Contract and RFP Guidelines. The Guidelines were very informative and led the group to discuss the following:
 - SUNY’s published lead time for all contracts involving a Request for Proposal (RFP) is very long. In most cases we operate much faster, but it was noted that complex procurements do take considerable time and planning.
 - The New York thresholds for sourcing requirements / RFPs are much higher than Connecticut’s. CSCU should take action to try to change this if research shows that other area states also have higher thresholds.
 - Creating a better cyber presence for procurement would benefit all institutions.
- Review of modified organizational chart, and discussion about division of labor.
- Discussion of work flow under the proposed organizational structure.
- How we define strategic sourcing and the importance of proactive planning versus reactive activity.
- Status of data collection and review of data collected to date.
- Outside of our group, data is being collected on positions throughout the system that will help to inform our work.
- The procurement software demonstration scheduled for June 16th may not show all of the modules that our group will need to see, so we will schedule a second, online demonstration for Thursday, June 22, 2017. This demonstration will take the place of our regularly scheduled meeting.