

Agenda

Enterprise Goods & Services

Customer Utility Board



Members:

- Ray Brixey – Chair**
Dept. of Corrections
- Bob Baxter– Vice-Chair**
Judicial Dept.
- Gail Shibley**
Oregon Youth Authority
- Cyndi Wickham**
State Lands
- Sean McCormick**
Military Dept.
- Tracy Wroblewski**
ODOT
- Caleb Yant**
OHCS
- Shawn Waite**
Dept. of Revenue
- Vickie Chamberlain**
Teachers Standards and Practices
- Merle Lindsey**
Oregon Liquor Exchange Commission
- Ron Bersin**
Oregon Government Ethics Commission
- Martin Pittioni**
Board of Accountancy
- DAS Support Staff:**
- Barry Pack**
Deputy Director
- Bret West**
EGS Administrator
- Janet Savarro**
DBS Administrator
- Robin Kirkpatrick**
DBS Analyst
- Debby Dyer**
Administrative Support

Meeting Date: **February 17, 2016**
 Time: 10:00 a.m. – noon
 Location: Somerville Building | 775 Court St. NE

ITEM	PRESENTER	TIME
Welcome		
<ul style="list-style-type: none"> • January minutes review • Action Item Review – <ol style="list-style-type: none"> 1. HB2375/HB3099 status update 2. Bret will produce spreadsheet showing how he'll reduce Risk Fund.- On today's agenda • Chair/Vice-Chair Meeting Update 	Ray Brixey	10:00-10:10
HB2375 and HB3099		
<ul style="list-style-type: none"> • Current status 	Debbie Dennis	10:10-10:20
Project Music Update		
<ul style="list-style-type: none"> • Current status 	Jodie Jones	10:20-10:30
Seismic Shutoff Valve		
<ul style="list-style-type: none"> • Current status 	Bret West	10:30-10:35
Datamart Query Tool Replacement		
<ul style="list-style-type: none"> • Current status 	Trudy Vidal	10:35-10:40
Risk Management Funding Level		
<ul style="list-style-type: none"> • Update 	Penny Evans	10:40-10:45
Wrap up		
<ul style="list-style-type: none"> • Improving Government report 	Barry Pack	10:45 -10:55
<p>Next Meeting: March 16, 2016 10am – noon Somerville Building 775 Court St. NE Salem, Oregon 97301</p>		

Minutes

Enterprise Goods & Services

Customer Utility Board



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DOC

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OLCC

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OYA

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Dept. of Revenue

Vickie Chamberlain
Teachers Standards and Practices

Ron Bersin
Ethics Commission

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Deputy Director

Janet Savarro
DBS Administrator

Bret West
EGS Administrator

Robin Kirkpatrick
DBS Analyst

Debby Dyer
Administrative Support

Meeting Date: January 20, 2016

Time: 10:00 a.m. – Noon

Location: Somerville Building | 775 Court St NE, Salem OR 97301

Attendees: Shawn Waite, Tracy Wroblewski, Cindy Wickham, Ray Brixey, Vicki Chamberlain, Ron Bersin, Gail Shibley, Sharon Domaschofsky (for Merle Lindsey)
DAS : Barry Pack, Bret West, Robin Kirkpatrick,

Guests: Sarah Roth, Penny Evans, Debbie Dennis

Absent: Bob Baxter, Sean McCormick, Caleb Yant, Martin Pittioni

TOPIC	PRESENTER
Welcome	Ray Brixey
<ul style="list-style-type: none"> ▪ December minutes review - approved ▪ Action Item Review. Both items completed. 	
CUB Chair Vice Chair Update	Ray Brixey
<ul style="list-style-type: none"> • Budget and rate changes • Price list deadline • Asked about issues from each CUB member • Reduce subsidization as much as possible is the goal • OSCIO re-Org 	
eProcurement Project/ORPIN Vendor fees	Sarah Roth/Shawn Waite
<ul style="list-style-type: none"> ▪ Sarah Roth - (See PowerPoint) <p>In June 2014, Secretary of State (SOS) went to the Enterprise Information Technology Governance Steering Team (EITGST) about the need for a better online procurement system, and reached out to other agencies. They formed the project management team and started developing a presentation to agencies. They partnered with 9 agencies collaborating on this project. They will have the first round of the RFP by the end of this month. There are common system needs, but there are also unique ones as well. Solicitation will close in May 2016. Working on securing funds – want agencies to continue to collaborate. Executive Committee member, Shawn Waite – we do have CFO at the meetings – we missed deadline for submitting a funding request for the ARB. This is best large IT project development process I have seen. One of the things that’s making this successful, is that we’re not letting the agencies get into the weeds. Tomorrow we are voting on an eProcurement logo.</p> <p><u>Q:</u> Is the end goal of the eProcurement project to replace ORPIN? <u>A:</u> Yes, but data you enter into the eProcurement system will interface into ORPIN. This has been a great test project/model for the new IT governance process.</p>	
HB2375 and HB3099 update	Bret West/Debbie Dennis/ Dianne Lancaster
HB2375 – the director’s verification process is now active. Creating an internal procedure on how to collect that advice – for agencies that will enter into 12 or more contracts of \$150k or more during a biennium, their director has the option to delegate.	

- The overarching spirit of HB2375 was to improve contract management activities within state government -

Who is a contract administrator and who is a contract manager? What are their duties? It may be necessary to define those two in policy. Levels of contract administration – More definition is needed so everyone knows what DAS is doing and what the agency is doing – DAS Procurement Services is resurrecting a form used in the past to cover who is doing what.

HB3099 – working very closely with Alex Pettit and his team to understand his vision concerning IT and Procurement. His vision will require more resources in Procurement Services in the future. Procurement Services is reluctant to do procurements for IT and that will not change in this biennium. OHA delegations for procurements are coming to DAS.

Debbie is working on pulling data to show exactly where every position is spending their time so when it's time to submit a request for additional staff, we will know where we need help.

Q: If you have a procurement that takes more than one biennium to complete, could you bill for the progress you've made during the first biennium?

A: Yes, we could bill for services provided.

Bret, Debbie and Robin have consulted and feel it is not necessary at this time to proceed with a request at the February Legislative session for an additional Procurement Services assessment.

Data Query Tool Replacement Status

Bret West/Trudy Vidal

Replacing Datamart: The IR Studio/Hyperion tool is owned by Oracle. The current licensing agreement ends in May. The State will not continue to use the IR Studio/Hyperion tool. Financial Business Systems has put out an RFI and we have had 8 responses. Aaron Wallace is taking information from vendors and beginning work with the OSCIO on the IT project stage gate process.

Action item: Keep this on agenda as we move forward.

Hopefully we can fund this project using our current limitation and cash.

Procurement Revenue Update | Risk Fund Balance | Budget Timeline

Bret West / Debbie
Dennis / Penny Evans /
Janet Savarro

In order to fully fund Agency Specific functions Procurement Services needs to be billing at around \$300,000 per quarter. Currently we billed \$45,000 for the first quarter. Looks like we will be billing \$350,000 for the second quarter. The billing process is expected to go through a ramp up period. ETS and EAM are major users of these services.

Risk fund balance: Other states manage their Risk Funds much like we do.

Handout – “Estimated risk fund cash balance at 6/30/19”. We want to maintain enough to cover what we need. Have recently been hit with a few big lawsuits, so we need to be really cautious about letting the Risk Fund balance get too low. We continue to be surprised by the lawsuits that come up.

Q: What are the chances of the Legislature going after the Risk Fund?

A: They are cognoscente of the Risks, and are keeping LFO updated.

There's no magic number. The stability is what is important.

Q: What if we took the fund to just below \$100 million, so it doesn't sound like so much?

A: Members agreed that bringing the Risk Fund balance down into the upper 90's could make a difference.

Action Item: Bret will send out spreadsheet showing how he'll reduce the fund.

POP's

- P&D - AS1 position
- Procurement, - 3 LD positions for HB2375
- 3 or 4 additional positions for HB3099,
- Datamart?

- Risk - OPA4 position for general liability claims.
- May need a new IT system for Risk.
- Position for PERS Reconciliation not determined yet.

Next meeting:

February 17, 2016

10:00 a.m. – Noon

Somerville Building | 775 Court ST NE