

T&E #1
March 30, 2009

Worksession

MEMORANDUM

March 26, 2009

TO: Transportation, Infrastructure, Energy, & Environment Committee
FROM: Dr. Costis Toregas, Council IT Adviser 
SUBJECT: Interagency Procurement Coordinating Committee (IPCC) Work Plan

Expected to Attend:

Members of the IPCC are:

David E. Dise, Co-Chair IPCC
Director, Department of General Services
Montgomery County Government

Philip J. McGaughey, Jr., Co-Chair IPCC
Director of Procurement
Montgomery County Public Schools

William T. Anderson, Procurement Officer
Housing Opportunities Commission

Pam Jones, Acting Director of Procurement
Montgomery County Government

Nancy Keogh, Director of Procurement
Maryland-National Capital Park and Planning Commission

Open at this time/Acquisition Director
Washington Suburban Sanitary Commission

Dr. Janet Wormack, Director of Procurement
Montgomery College

Background

The Council recognizes that diversity exists among procurement program laws, regulations, policies, and procedures of Montgomery County agencies. The County Council also recognizes that savings potentially could be achieved through increased coordination of procurement efforts, increased information sharing, and other means to increase efficiency and effectiveness. To meet these needs, the Council, on May 31, 1988, established the Interagency Procurement Coordinating Committee (IPCC) through Resolution No. 11-835 (©1-2). Resolution No. 11-835 requires the IPCC to prepare a work program each fiscal year. The IPCC has provided a summary of accomplishments in 2009 and a recommended FY10 work program, and seeks approval.

The IPCC annual report (© 3-5) and proposed FY10 Work Plan (©6-7) are attached.

Staff Comments on Annual Report

1. The increase of certified buyers in some of the agencies is a worthwhile improvement. It will be helpful to know **baseline statistics** in terms of numbers of procurement employees that have reached **certification** and those who are still preparing for it. Consideration should be given to establish **agency-wide** targets for this program, and a way to share incentives and rewards for accomplishing the goals set.
2. Uniformity in Terms & Conditions across agencies is a worthwhile goal, and the lack of progress in FY09 is understandable, given the IPCC focus on the Central Vendor Portal. The inclusion of the same goal in the FY10 Work program is a chance to continue work on this important goal that can simplify the process of finding and contracting with qualified vendors for needed programs and services.
3. The Central Vendor Registration System (CVRS) is an example of strong collaboration, and was successfully deployed in a very short time. A screen shot of this portal is provided on © 8. The Committee may want to discuss the lack of total participation with the IPCC, and explore mechanisms which can **ensure that WSSC and M-NCPPC join** this streamlined and promising system.
4. The creation of a unified green policy would be a good action platform to support the Council's stated support for sustainability. Periodic **progress reports** should be provided to the Committee.

FY10 Work Program

Most of the recommended items in the FY10 Work Plan are similar to the FY09 Work Plan; however, language changes have been made to include more detail and to reflect the IPCC's progress in each area. The MFP Committee (the Committee with jurisdiction over the IPCC in FY08) made specific recommendations regarding a "green policy", and Action Point No. 7 in the FY10 plan has been revised to reflect this Council direction. Once approved, this standardized green policy can be formally approved by all agencies

within Montgomery County. It is expected that detailed policy will be shared by the County Government, MCPS, WSSC, Montgomery College, HOC and M-NCPPC.

Staff Recommendation

Staff recommends approval of the FY10 Work Program.

Resolution No.: 11-835
Introduced: May 3, 1988
Adopted: May 31, 1988

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

Subject: Establishment of Interagency Procurement Coordination Committee

Background

1. The County Council recognizes that there exists a considerable diversity among procurement program policies, procedures, regulations and attitudes of the 6 County and bi-County public agencies.
2. The County Council also recognizes that many aspects of the various agency procurement regulations and procedures could be simplified and standardized especially in the area of joint and cooperative procurement programs.
3. The County Council has noted that despite the fact that the 6 County and bi-County agencies have the same policy objectives of increasing procurements from minority, female and disabled-owned businesses, there is considerable diversity in their minority procurement utilization programs.
4. The County Council desires that the procurement activities of the County and bi-County public agencies be coordinated to assure that the most efficient use of tax dollars is available.

Action

The County Council for Montgomery County, Maryland, approves the following resolution:

An Interagency Procurement Coordination Committee is established to promote and enhance the coordination of procurement activities among and within the various County and bi-County agencies of government in Montgomery County.

This Committee shall begin in fiscal year 1989 with the following specific duties and responsibilities:

- (1) to provide advice, assistance and comments to the Council regarding policy development and implication of the various agency procurement programs and regulations;

- 2 -

- (2) to recommend a common approach to procurement policies and regulations and to recommend any necessary legislative changes necessary to achieve this goal;
- (3) to develop within 3 months from the adoption of this Resolution, a proposed committee work program for fiscal year 1989, based on perceived needs and priorities; and to review this work program with the Council's Government Structure, Automation and Regulation (GSA) Committee;
- (4) to maintain general liaison with the Council through its GSA Committee thereafter; and to request the commitment of resources from each member agency sufficient to implement this work program, with an approximate schedule of a one half-day meeting of the full Committee at least bi-monthly, and such similar meetings of the Subcommittees as are necessary to accomplish the objectives of the Committee's work program; and
- (5) to act as a clearing house for discussions and development of initiatives in the procurement process.

The Committee shall be composed of the following governmental officials, or their designees:

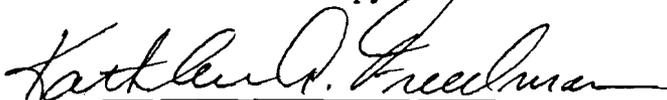
County Executive
 Superintendent, Montgomery County Public Schools
 President, Montgomery College
 Chairman, Montgomery County Planning Board
 General Manager, Washington Suburban Sanitary Commission
 Executive Director, Housing Opportunities Commission
 Staff Director, Montgomery County Council who shall serve as an
 ex-officio, non-voting member

There shall be established at least 2 Standing Subcommittees: a Minority, Female, Disabled-Owned Business/Minority Business Enterprise (MFD/MBE) Subcommittee; and a Joint/Cooperative Procurements Subcommittee.

The County Executive or designee shall be the Chairperson of the Interagency Procurement Coordination Committee, and shall be responsible for the normal duties of a Committee Chairperson, including the appointment of Chairs to Subcommittees and such other task forces as may be appropriate from time to time.

The Council Staff Director shall provide appropriate staff support to the Committee and its Subcommittees. Each agency will identify its representative to the Council Staff Director by June 30, 1988.

This is a correct copy of Council action.



Kathleen A. Freedman, CMC
 Secretary of the Council

BUD103/20-21

②

ANNUAL REPORT

Annual Report IPCC Work Plan – FY 10

In FY09, IPCC members continued to seek procurement opportunities for the cooperative purchase of goods and services and remain committed to promoting efficient and effective procurement practices across agencies and departments. The IPCC membership is committed to achieving cost savings in their respective areas along with serving as a forum for the exchange of ideas, resources and technical information.

1. The group as needed coordinated training in the areas of contracting, negotiations, insurance, and bonding, general and specialized procurement and other related procurement and leadership topics, and Procurement Specialist certifications. These areas will become critical as members retire in the years to come while the federal government experiences shortages in its contracting community at the same time.

IPCC members are committed to the fair and effective administration and implementation of public contracts and use the National Institute of Governmental Purchasing (NIGP) to facilitate training. To that end, members routinely coordinate efforts to provide training to contract administrators, managers and all other public employees engaged in the development or management of public contracts. Courses offered throughout the year will vary based on need. Course offerings this year included: Cooperative Purchasing: US Communities; 10 Best Practices for Your P-Card, Specifications Writing, Contract Administration, Effective Management of Construction Contracts. Participants attending all courses offered through MPAA and NIGP earn continuing education unit (CEU) credits upon successful completion of courses. Based on the coordinated training the county was able to add one certified buyer while Montgomery County Public Schools (MCPS) was able to add two certified buyers.

2. During this period the IPCC continued its work on cooperative solicitations within the group, and also with the Metropolitan Washington Council of Governments (COG). Montgomery College and Montgomery County Public Schools participate in joint purchasing and bridge contracts with their respective educational and professional associations in order to purchase more “green” products. The goal of these cooperative purchasing agreements is to save agencies both money and time by combining requirements.

Montgomery College and Montgomery County Public Schools of the IPCC participates in the Purchasing Officer’s Committee of the Metropolitan Washington Council of Governments (COG) and MCPS participates on the Baltimore Regional Cooperative Purchase Committee (BRCPC) dealing exclusively with school systems. The following cooperative contracts continue to be utilized by the agencies include: antifreeze, diesel fuel, gasoline, automated external defibrillator (AED), purchase card services, hazardous waste removal, heating oil, long-distance telephone service, medical supplies, motor oil, natural gas, office paper, automobiles, road salt, tires, uniforms, waste oil removal, copiers, and asphalt paving. The purchase card services contract was updated resulting in increased rebates for the two agencies that run the contract. In addition to these items several others such office supplies have been explored and maybe added in the future. In the past the IPCC members have participated on solicitations on natural gas, COBRA, flexible spending accounts, life insurance, pharmaceutical benefits and medical plans. Previously the Maryland Energy Administration rated the green program at the school system as the best in the state.

Based on the implementation of this program, IPCC participants are now using the contracts along with developing additional agreements to implement green cleaning to Montgomery County agencies. These products reduce toxic chemicals in the cleaning process such as bleach without chlorine or its derivatives.

On a secondary issue the county and MCPS continue to share ideas in the implementation and contracting issues related to their respective Enterprise Resource Planning (ERP) software activities. With the County's purchase of Oracle's e-Business System (EBS), the same system used by MCPS, the need for and benefits derived from increased cooperation will increase.

3. A continued coordinated review of bids, proposals, and contract documents to build and maintain a Terms and Conditions Reference Library.

In FY10 IPCC members will undertake a review of the procurement documents used by each member agency to refresh the Terms and Conditions Reference Library and seek opportunity to make documents more similar to reduce confusion among businesses and improve opportunity for cooperative contracting. Due to the implementation of the Centralized Vendor Registration System (CVRS) limited progress was made in this area during FY09.

4. Agencies continue to meet with one another to share vendor lists related to specific commodities, services, and construction.

The successful implementation of a central vendor registration system (CVRS) in January 2009 will greatly improve opportunity to businesses and shared information among county agencies. Information sharing and increased synchronization of procurement activities substantiates the continued establishment of the IPCC.

5. The group worked with the Department of Technology Services to provide specifications for an enterprise solution for the Web registration process to enable vendors to register with all member agencies using one data submission. The system is operational with vendors having the ability to register with four agencies in Montgomery County.

The contract was awarded in the summer of 2008. Once the design parameters were completed by these agencies in late November 2008, the system was put into use for testing. On January 13, 2009 the system went live with nearly 5,000 vendors from the organizations involved.

Four of the intended agencies are using the web registration process with 5,907 vendor records placed on line as of March 18, 2009. The agencies include County Government, MCPS, Montgomery College, and HOC. Due to a variety of reasons, WSSC and M-NCPPC were unable to participate in the project at this time.

Montgomery County Procurement has advertised for the development of an internet-based bid management system that will include e-submission of bids, proposals and construction bids/proposals in phases, as well as providing assistance to prospective bidders and recruitment of prospective bidders to support county staff efforts in these areas. The system is required to work with the ERP e-procurement module once it is implemented. The RFP included language to enable other county agencies comprising the IPCC to use it; once a successful rollout of this system is completed. This will greatly improve access to county solicitations, reduce errors in bid and proposal submissions and significantly reduce

environmental impact through paper reduction and eliminating the need for companies to drive to county or agency offices to receive or deliver information and submissions.

6. In an effort to increase eco-responsibility, the IPCC has explored green purchasing during the past two years and has started to work on a unified policy to implement environmentally responsible procurement. Currently the group regularly reviews the durability of items, recycled content and methods to reduce waste reduction and reuse.

In the past year agencies have cooperated in the purchase of hybrid and alternative fueled vehicles, replacing fossil fueled cars, trucks and buses. In addition, the increased use of photovoltaic solar panels at MCPS schools through a public/private contract has established a model that other county agencies are following. Other cooperative “green contracting” opportunities will be explored for FY10 as well as the creation of common standards for sustainability that will be included in contract templates to reduce confusion for businesses seeking opportunities among the IPCC agencies.

The county has purchased 28 hybrid cars, 113 vehicles with E85 capability and 15 CNG powered buses, while MCPS has ordered five hybrid vehicles as a continuing process of change in each fleet. Further, MCG Procurement has worked closely with Fleet Management Services to establish a contract for the MC CarShare/WeCar program to replace underutilized cars in the County’s administrative fleet with hybrid sedans.

7. Continue to review contract boilerplate “Terms and Conditions” for changes where necessary to include small business reserve and living wage language.

As a matter of best practice, IPCC members routinely review and compare “boilerplate” terms and conditions to ensure that contracts are clear, fair, avoid onerous burdening of contractors, and ensure equitable responsibilities are borne by all parties to the agreement. MCG contracts have been revised to include provisions for the Local Small Business Reserve Program, and other IPCC members are considering contract amendments to forestall economic pressures placed on businesses stemming from the current recession. Members are engaging the local business community with increased frequency to help businesses to better understand the procurement process. IPCC members also encourage feedback and act upon concerns expressed by the business community regarding procurement procedures and contract terms that present obstacles to business.

Resolution No.: _____
Introduced: _____
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY MARYLAND

By: Transportation, Infrastructure, Energy, & Environment Committee

Subject: FY10 Work Program for the Interagency Procurement Coordinating Committee

Background

1. The County Council continues to recognize the diversity that exists among procurement program laws, regulations, policies, and procedures of Montgomery County agencies.
2. The County Council also recognizes that savings potentially could be achieved through increased coordination of procurement efforts, increased information sharing, and other means to increase efficiency and effectiveness.
3. To meet these needs, the County Council, on May 31, 1988, established the Interagency Procurement Coordinating Committee through Resolution No. 11-835.
4. Resolution No. 11-835 requires the Interagency Procurement Coordinating Committee to prepare a work program each fiscal year.
5. On March 30, 2009, the Transportation, Infrastructure, Energy, & Environment Committee reviewed the FY09 Work Program for the Interagency Procurement Coordinating Committee and recommended approval.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

The FY10 Work Program for the Interagency Procurement Coordinating Committee is as follows:

1. Provide coordinated training courses where costs can be shared and that can be used in getting a procurement certification such as the CPPB, CPPO or CPM to improve and retain staff. Additional training in areas of Adding Value to the Procurement Process, Ethics, The Relentless Pursuit of Excellence, and The Diversity Advantage, contracting, negotiations, insurance and bonding, general and specialized procurement, and other related procurement and leadership topics will continued to be explored.
2. Continue cooperative solicitations within the Interagency Procurement Coordinating Committee and Metropolitan Washington Council of Governments. Continue the work to use the Baltimore Regional Cooperative Purchasing Committee in cooperative solicitations. Montgomery College and Montgomery County Public Schools will also

participate in joint purchasing and bridge contracts with their respective educational and professional associations.

3. Continue to review contract boiler plate "Terms and Conditions", as necessary. Coordinate the review from the legal staff of agency bids, proposals, and contract documents to streamline and standardized the Terms and Conditions Reference Library.
4. Continue to share information on vendor lists as related to specific commodities, services, and construction. In a unified outreach to the local business community, IPCC members intend to work with the DED and regional chambers of commerce to plan and conduct a reverse trade show at which County and other public agencies will exhibit to the business community. This will provide an opportunity for the business community to gain introductions to agencies and become more familiar with programs, plans, and policies of those agencies with which they are more likely to deal. In addition, many members will be participating in a state-wide reverse trade show being planned by the Maryland Public Purchasing Association in October of 2009, as well as the Baltimore Washington Chamber of Commerce. Together with ongoing cooperation and sharing of vendor information, these programs will help members become more familiar with the resources and business opportunities available within Montgomery County to address identified requirements.
5. Consider an employee exchange program for cross-training and germination of ideas within the procurement community. This will create a well-informed and broadly trained community of procurement professionals who can assist each other in a time when resources are thin, and help ensure uniformity of practice among IPCC agencies.
6. Using the NIGP for guidance, a green policy will be developed with an interest to using local vendors to support this initiative. This will provide a knowledge-base of best practice throughout the US and Canada in sustainable procurement practice and policy, as well as promote local businesses engaged in these areas.
7. Complete an ABC analysis of each of the agencies to see what items might be considered for additional cooperative procurements.

The Interagency Procurement Coordinating Committee will provide a written annual report to the County Council's Transportation, Infrastructure, Energy, & Environment in the spring of 2010.

This is a correct copy of Council action.

Linda M. Lauer, Clerk of the Council



MONTGOMERY COUNTY Central Vendor Registration System

March 26, 2009

AGENCIES

LOGON
CONTACTS
LOGOFF

VENDORS

VALIDATE
LOGON
REGISTER
LOGOFF

PAGES

Welcome to Montgomery County Inter-Agency Central Vendor Registration System!

This website is a collaborative effort from Montgomery County Government, Montgomery College, Montgomery County Public Schools, and Housing Opportunities Commission. It is the one-stop registration system for companies who are interested in providing goods and services to all 4 county agencies' procurement offices. It allows potential vendors to create and maintain their subscriptions at no financial cost, ensuring county agencies always have up-to-date vendor information. Only the listed agents will receive your registration information. If you would like to register with other Montgomery County agencies, please register with them directly.



To ensure this system is a successful application, please update your company information when any account changes occur.

REGISTER NOW!

Portal operated for Montgomery County by **EEPEX**

[Privacy Policy](#) | [Terms of Use](#)

© Copyright 2008 by EEPEX Inc. All Rights Reserved

