

MEETING REPORT #4
December 2 and 3, 2008
J. W. Marriot Desert Ridge Resort
Phoenix, Arizona

The meeting was held at the J. W. Marriot Desert Ridge Resort and commenced on Tuesday, December 2nd at noon. An overview of the Agenda indicated the following tasks:

- Call to Order
- Approval of Bid AEPA #009
- Summary of Use
- Extension of AEPA IFB #006
- Extension of AEPA IFB #007
- Extension of AEPA IFB #008
- Administrative Concerns
- Additional Concerns of Membership

1. Call to Order

AEPA Chairman Max Luft called the meeting to order at 12:05 p.m. According to adopted procedures, members present at the meeting shall constitute a quorum. The meeting was appropriately convened.

1.1. Introductions and Roll Call

The meeting began with introductions of all in attendance. The member agencies and vendors in attendance are as follows:

Members Representatives

California	Ted Witt, Tim Blanton, Jodi Szuter
Colorado	John Tillman, Dale McCall
Connecticut	Cara Hart
Florida	Sharon Mitchell
Indiana	Larry Risk, Pam Clover, Phil Partenheimer
Iowa	Jamie Albertson
Kansas	Brad Stefanoni, Cinda Holmes
Kentucky	Liz Storey, Ann Burden
Michigan	Mike Rangos, Katrina Brunette
Minnesota	Jeremy Kovash
Missouri	Tom Post, Steve Keyser
Montana	Frank Loehding, Rhonda Houston
Nebraska	Tim Sinsel
New Jersey	Patrick Moran
New Mexico	Max Luft, Llew Perry, Jacq Johnson
North Dakota	John Jankowski, Jane Eastes
Ohio	Elmo Kallner, Ken Swink, Tamara Hurst
Oregon	Tammy Standley
Pennsylvania	Jeff Kimball, Jim Randecker
Texas	Jason Wickel, Matthew Mackel
Virginia	Tony Crosby
Washington	Jim Borrow, Charlene Turner
Wyoming	Julie Cudmore, Laurie Walsh
AESA	Brian Talbott

Vendor Representatives

Atlas Tracks	Sarah Morehead, Brenda Thompson, George Fisher, Jolie Pierce
Corporate Express	Chuck Luchen, Jay Thomas
CDWG	Mark Ellis
Pioneer Ford	Jim Mitchell
Husky Trucks LLC	Jon Patrick Gould
Konica Minolta	Ken Shane, Gary Shaw, Denise Blackwell-Burns, Robin Craft
Kyocera	Philip Borchardt
Modern Building	Ken Mero, Jim Rasmussen
School Specialty	Bill Seering, Denny Bigelow
Sivic Solutions Group	Siva Kakuturi
Spectrum Ind.	Robert Kensinger
WTI/Tremco	Tara Johnson, Craig Nelson, Dave Adams, Steve Nicholson, Rick Mosholdor

1.2. Approval of Agenda

The tentative Agenda (#1) had been provided to all agency representatives prior to the meeting via email and posted on the AEPA website. An additional electronic copy was made available when members arrived. A motion was made by North Dakota and seconded by Wyoming to approve the Agenda as presented and to allow flexibility to change the item order as needed to accommodate travel plans. The motion passed unanimously.

1.3. Approval of Meeting Report #3

Meeting Report #3 (#2) which reflects activities of the April 10th and 11th, 2008 gathering in Arlington, Virginia was reviewed. A motion was made by Missouri and seconded by Ohio to accept the report as an accurate account of the meeting. The motion passed unanimously.

1.4. Membership Concern

1.4.1. Remembering the Past

Chairman Max Luft reported that the progress of AEPA was greatly influenced by many who were no longer representing their agencies (#3). These include David Wasson, Jim Migliorino, Violet Tribbet, Tom Peeler, Craig McKee, Diana Treadwell, Philip Young, Mike Mellon, John Riley, Dave Finely, Don Stratman, Ken Potts, Steve Spade, Stan Riggs, Ken Shane, Gary Nytes, Mike Hajek, George Simpson, Lynn Thorpe, Paul Utemark, Bob Brown, Chris Kerwin, Mary Louwagie, Cliff Carmody, Scott Westerhuis, Pete Paul, Stuart Verdon, Regina Mumford-Rush, Ron Ricketts, Dave Uglem and David Swantek

1.4.2. Honoring the Present

Chairman Max Luft welcomed new AEPA Representatives Dale McCall representing Colorado, Sharon Mitchell representing Florida, Phil Partenheimer representing Indiana noting that this is the final meeting for Larry Risk, Jeremy Kovash representing Minnesota, Tim Sinsel representing Nebraska, and Pat Moran representing New Jersey.

1.5. Setting Next Meetings

The next AEPA meeting (3a) will be April 19, 20 and 21, 2009 at the Embassy Suites Hotel at the Miami International Airport in Miami Florida. The December meeting will be at the Austin Convention Center in Austin, TX on December 1 and 2, 2009 in conjunction with the AESA meeting which will take place on December 2, 3, 4, and 5, 2009.

2. Approval of Bid AEPA #009

2.1 Summary of Requests

A summary of vendors viewing and downloading each bid was distributed by Pam Clover of Indiana (#4). The bid documents were reviewed and/or downloaded 507 times prior to the bid closing date and time.

2.2. Summary of Questions

Tammy Standley of Oregon reported that 12 questions were asked by potential respondents and the responses were available for review on the AEPA website. She expressed her appreciation of the help provided by many members as most questions were very detailed and contained several sections.

2.3. Summary of Bids Received

Pam Clover representing Indiana and Ann Burden representing Kentucky reviewed the Summary of Bids Received (#6). A total of 13 responses in various bid areas were received.

2.4. Bid Committee Report

2.4.1 Review of non-responsive Bids

Jeff Kimball, AEPA Bid Coordinator representing Pennsylvania, explained that the need to secure Terms and Conditions from new members delayed publication of the bid by one week. Surety requirements continue to create a problem for some vendors when preparing a response as does contracts that vendors already have in place at the time of bid publication.

2.5. Award by Category

2.5.1 Llew Perry, representing New Mexico and Chair of the Roofing Oversight Committee, (#7), noted that there were several downloads of the roofing bid, 8 vendors participated in the pre-bid conference call and that although several responses were expected only 1 response was received. He also noted that a letter was received from an attorney who felt that the specifications favored a single vendor and urged each individual state to review their requirements prior to making a state award. Llew Perry made a motion to accept the committee recommendation to award the Roofing Bid to Tremco as sole vendor. Montana seconded the motion and following discussion the motion passed with 1 abstention by Ohio.

2.5.2 Jeff Kimball, representing Pennsylvania and Chair of the Carpeting Oversight Committee, (#8), noted that 3 vendors responded to the published bid. The Shaw Industries Inc. response was incomplete as it did not include labor costs. Therefore, he made a motion to accept the committee recommendation to award the Carpeting bid to InterfaceFlor and Mohawk Carpet Distribution LP. Virginia seconded the motion and following discussion there was unanimous approval of the motion.

2.5.3 Mike Rangos, representing Michigan and Chair of the Vehicle Oversight Committee, (#9), noted that 4 responses were received on the published bid. Pioneer Ford did not provide surety and the response received from Santex Truck Center was incomplete. Mike Rangos made a motion to accept the committee recommendation to award the Vehicle Bid to Husky Trucks-Walk In Vans and Husky Trucks-Tilt Cab Trucks as the lowest responsive bidder demonstrating best value, price and other factors. The motion was seconded by Indiana and passed unanimously. Following an explanation by Pioneer Ford of their inability to secure surety in the form of a bid bond without a performance bond to follow Pennsylvania made a motion to republish the vehicle bid with

revisions on the surety requirements. Kentucky seconded the motion and it passed unanimously. Discussion again ensued regarding the costs incurred by both the vendors and state representatives relating to bid publication, response evaluation and advertisement. A motion was made not to re-publish the Vehicle bid by New Mexico and seconded by Ohio. The motion passed unanimously. Pennsylvania then stated a review of the bid document made it impossible for an individual state to extend the prior bid on a month to month basis. Pioneer Ford was not given an award on AEPA #009 and each state was instructed to review the bid document prior to state month to month extensions.

2.5.4 John Jankowski, representing North Dakota and Chair of the Copier Oversight Committee, (#10), stated that responses had been received from Konica Minolta Business Solutions, Kyocera Mita and Ikon Office Solutions noting that since bid opening date Ikon has been purchased by Ricoh. When comparing the responses Kyocera provided best pricing in 22 categories, Konica in 17 categories and Ikon in 3 categories. Therefore, he made a motion to accept the committee recommendation to award the Copier bid to Kyocera Mita and Konica Minolta Business Solutions. The motion was seconded by Ohio and without discussion passed unanimously.

2.5.5 Jason Wickel, representing Texas and Chair of the Mailing Systems Oversight Committee (#11) stated that no responses were received and therefore no motion would be made.

2.5.6 Brad Stefanoni, representing Kansas and Chair of the Alarms and Security Oversight Committee (#12) stated that no responses were received and therefore no motion would be made.

2.5.7 Ted Witt, representing California and Chair of the Medicaid Oversight Committee (#13) stated that 2 responses were received in this category. Upon reviewing the responses it was noted that Info Handler.com included hosting costs and additional charges not included in the Sivic Solutions Group response. Therefore, he made a motion to accept the committee recommendation to award to Sivic Solutions Group. New Mexico seconded the motion and following discussion the motion passed with Ohio abstaining as they are unable to participate in the bid.

3. Summary of Use

3.1 Member Report Cards

Laurie Wash, representing Wyoming, reviewed the Member Report Cards (#14, 14a, 14b, 14c, and 14d) noting that they do not match the vendor report cards.

3.2 Vendor Report Cards

Jim Borrow, representing Washington, reviewed the Vendor Report Cards (#15, 15a, 15b, 15c, 15d, 15e, and 15f) noting that they do not match the Member Report Cards. Following discussion, CDWG volunteered to prepare a sample reporting format to be presented at the April meeting to be used by all vendors when reporting.

3.3 Review of Procedures Relating to Extensions

Chairman Max Luft reminded all in attendance that the Contract Oversight Committee is responsible for reviewing contracts and making recommendations for contract extensions in writing. A majority of those in attendance that have signed the contract and have it as a current offering in their agency, must approve all contract extensions, terminations and modifications. Once AEPA approval is made, each member is responsible for determining if it will extend an

AEPA approved contract renewal for its state. It is also the responsibility of the member to allow only the use of an AEPA offering that is currently approved by AEPA.

4. Extension of Bid AEPA #006 (Final Extension-Scheduled Rebid #10, 2009)

4.1 Furniture

Tom Post, representing Missouri and Chair of the Furniture Oversight Committee, reviewed the bid.

4.1.1 Mity Lite

Tom Post made a motion to accept the committee recommendation to extend the Mity Lite award for a final year (#16). Pennsylvania seconded the motion and the motion passed unanimously.

4.1.2 Spectrum Industries

Tom Post made a motion to accept the committee recommendation to extend the Spectrum Industries award for a final year (#17). North Dakota seconded the motion and the motion passed unanimously. Robert Kensinger, the Vice President of Sales with Spectrum Industries, expressed his appreciation of the extension and stated he will inform and educate his sales staff at their upcoming meeting of the need to use the AEPA contract.

4.1.3 School Specialty

Tom Post made a motion to accept the committee recommendation to extend the School Specialty award for a final year (#18). New Mexico seconded the motion and the motion passed unanimously. Bill Seering, representing School Specialty, expressed his appreciation.

4.2 Online Training

Jim Randecker, representing Pennsylvania and Chair of the Online Training Oversight Committee, reviewed the bid.

4.2.1 Aries Technology

Jim Randecker made a motion to accept the committee recommendation not to extend the Aries Technology Bid (#19) due to low sales over several years. Indiana seconded the motion which passed with 12 votes to terminate the bid, and 1 vote against termination.

4.3 Sports and Health Catalogs

Katrina Burnett, representing Michigan and Chair of the Sports and Health Catalogs Oversight Committee, reviewed the bid.

4.3.1 BSN Sports

Katrina Burnett made a motion to accept the committee recommendation to extend the BSN Sports bid (#20). The motion was seconded by Missouri and passed unanimously.

4.4 Technology Catalogs

Elmo Kallner, representing Ohio and Chair of the Technology Catalogs Oversight Committee, reviewed the bid.

4.4.1 CDW-G

Elmo Kallner made a motion to accept the committee recommendation to extend the CDW-G bid (#21). The motion was seconded by Indiana and passed unanimously. Mark Ellis, representing CDW-G expressed his appreciation and questioned how to bring new members such as Florida and New Jersey onto the bid. He was instructed to discuss this with the states in question to determine the applicability of statutes.

4.5 Modular and Portable Buildings

Jim Borrow, representing Washington and Chair of the Modular and Portable Buildings Oversight Committee, reviewed the bid.

4.5.1 Mobilease Modular Space

Jim Borrow made a motion to accept the committee recommendation to extend the Mobilease Modular Space bid (#22). The motion was seconded by Pennsylvania and with 12 votes for the extension and 1 vote against the extension the motion was approved.

4.5.2 Modern Building Systems

Jim Borrow made a motion to accept the committee recommendation to extend the Modern Building Systems bid (#23). The motion was seconded by Iowa and with 12 votes for the extension and 1 vote against the extension the motion was approved.

4.53 Williams Scotsman

Jim Borrow made a motion to accept the committee recommendation to extend the Williams Scotsman bid (#24). The motion was seconded by Pennsylvania and with 14 votes for the extension and 1 vote against the extension the motion was approved.

5. Extension of Bid AEPA #007 (One Additional Extension-Scheduled Rebid #11, 2010)

5.1 Office Supplies

Jane Eastes, representing North Dakota and Chair of the Office Supplies Oversight Committee, reviewed the bid.

5.1.1 Corporate Express

Jane Eastes made a motion to accept the committee recommendation to extend the Corporate Express bid (#25). Missouri seconded the motion and the extension was approved unanimously with 16 votes. Chuck Luchen, representing Corporate Express, noted his appreciation of the extension and verified his continued representation of AEPA in the K-12 arena while the transition with the recent Staples purchase continues to evolve.

5.2 Classroom Supplies

Jim Randecker, representing Pennsylvania and Chair of the Classroom Supplies Oversight Committee, reviewed the bid.

5.2.1 ABC School Supplies

Jim Randecker made a motion to accept the committee recommendation not to extend the current bid with ABC School Supplies (#26) as the vendor has been non-responsive and sales have been reported in only 1 state. Connecticut seconded the motion which carried with 12 votes not to extend, and 1 vote against the motion.

5.2.2 Corporate Express

Jim Randecker noted that it is almost impossible to separate the reporting between the Corporate Express awards and although there is a discrepancy in reporting made a motion to accept the committee recommendation to extend the bid (#27) with a desire to see separate reporting. Missouri seconded the motion which carried unanimously.

5.2.3 School Specialty

Jim Randecker made a motion to accept the committee recommendation to extend the School Specialty bid (#28). Colorado seconded the motion which carried unanimously with 17 votes.

5.3 Web Based Auctions

Tony Crosby, representing Virginia and Chair of the Web Based Auctions Oversight Committee, reviewed the bid.

5.3.1 Lone Star Auctioneers

Tony Crosby made a motion to accept the committee recommendation to extend the Lone Star Auctioneers bid (#29) noting that obtaining information is difficult, the bid is currently active in only 2 states, and a reporting discrepancy exists. Kentucky seconded the motion which carried unanimously.

5.4 Administrative Software (Food)

Jim Randecker, representing Pennsylvania and Chair of the Administrative Software (Food) Oversight Committee, reviewed the bid.

5.4.1 Pacific Triangle Software

Jim Randecker noted that Pacific Triangle Software (#30) has been non-responsive and made a motion to accept the committee recommendation not to extend the bid. New Mexico seconded the motion which carried unanimously.

5.4.2 School Link Software

Jim Randecker noted that School Link Software (#31) has been non-responsive, no sales reported by either the member or vendor and made a motion to accept the committee recommendation not to extend the bid. New Mexico seconded the motion which carried unanimously.

5.5 Administrative Software (Transportation)

Jim Randecker, representing Pennsylvania and Chair of the Administrative Software (Transportation) Oversight Committee, reviewed the bid.

5.5.1 Trapeze Software Group

Jim Randecker noted that School Link Software (#32) does not have any sales reported by either the member or vendor and made a motion to accept the committee recommendation not to extend the bid. New Mexico seconded the motion which carried unanimously.

5.6 Administrative Software (Professional Development)

Jim Randecker, representing Pennsylvania and Chair of the Administrative Software (Professional Development) Oversight Committee, reviewed the bid.

5.6.1 LearnKey

Jim Randecker noted that LearnKey (#33) has been non-responsive to his request for information and therefore made a motion to accept the committee recommendation not to extend the bid. Virginia seconded the motion which carried unanimously.

5.7 Custodial Supplies

Tom Post, representing Missouri and Chair of the Custodial Supplies Oversight Committee, reviewed the bid.

5.7.1 Corporate Express

Tom Post expressed satisfaction with the results of the Corporate Express bid (#34), the ease of obtaining information and made a motion to accept the committee recommendation to extend this bid. Indiana seconded the motion which carried unanimously.

6.0 Extension of Bid #008 (Two Additional Extensions-Scheduled Rebid #12, 2011)

6.1 Administrative Software

Cara Hart, representing Connecticut and Chair of the Administrative Software Oversight Committee, reviewed the bid.

6.1.1 SchoolDude

Cara Hart made a motion to accept the committee recommendation to extend the Administrative Software bid with SchoolDude (#35) which was seconded by Missouri. Discussion followed regarding a problem California is having in securing a contract with SchoolDude. Cara amended her motion to allow an extension to June 30, 2009 to allow time for Chairman Max Luft to contact the vendor regarding existing bid violations in California with a response requested from the vendor by close of the April meeting. Missouri seconded the motion which carried with a vote of 10 in favor of the extension and 7 against the extension.

6.2 Athletic Equipment

Mike Rangos, representing Michigan and Chair of the Athletic Equipment Oversight Committee, reviewed the bid.

6.2.1 Samson

Mike Rangos noted that Samson (#36) has awarded contracts in 20 states and made a motion to accept the committee recommendation to extend the bid for an additional year. New Mexico seconded the motion which passed unanimously.

6.3 Artificial Turf

Llew Perry, representing New Mexico and Chair of the Artificial Turf Oversight Committee, reviewed the bid.

6.3.1 Atlas Track

Llew Perry made a motion to accept the committee recommendation to extend the Atlas Track (#37) bid noting that the vendor has awarded contracts signed by all members except Texas and the 2 new members. Virginia seconded the motion and it carried with 14 votes in favor of the extension and 1 abstention by Ohio.

6.4 Tracks and Courts

Llew Perry, representing New Mexico and Chair of the Tracks and Courts Oversight Committee, reviewed the bid (#38).

6.4.1 Atlas Track

Llew Perry made a motion to accept the committee recommendation to extend the Atlas Track bid noting requested changes deleting 2 products as they are obsolete and adding 5 products which include new technology and wheel chair accessibility. This extension will include a price increase due to the increase in oil prices with a guarantee that if costs reduce they will be passed along to the consumer when applicable. Kentucky seconded the motion and it carried with 17 members voting in favor of the extension including changes and Ohio abstaining.

6.4.2 Robert Cohen

Llew Perry made a motion to accept the committee recommendation to extend the Robert Cohen bid noting requested changes increasing prices from 3 to 12% due to increases in oil products. Llew also noted that a national sales program was developed with Mondo last year which should benefit those states not yet experiencing sales. Missouri seconded the motion and it carried with 17 members voting in favor of the extension including the price changes and Ohio abstaining.

6.5 Hardwood and Synthetic Flooring

Llew Perry, representing New Mexico and Chair of the Hardwood and Synthetic Flooring Oversight Committee, reviewed the bid (#39).

6.5.1 Atlas Track

Llew Perry made a motion to accept the committee recommendation to extend the Atlas Track bid. The motion was seconded by Missouri and the motion passed with 15 votes in favor of the extension and Ohio abstaining.

6.5.2 Robert Cohen

Llew Perry made a motion to accept the committee recommendation to extend the Robert Cohen bid. The motion was seconded by North Dakota and the motion passed with 16 votes in favor of the extension and Ohio abstaining.

7. Administrative Concerns

7.1 Marketing Committee Report

California presented the AEPA Marketing Committee Report and made a motion to adopt the marketing plan and a new Logo to be used when executing the marketing plan. Ohio seconded the motion which carried unanimously. Ohio offered to write a use policy for the Logo and New Mexico agreed to research registering the Logo.

7.2 Examining a national AEPA presence, the Culture of AEPA

Chairman Max Luft led a discussion regarding a national presence and the culture of AEPA focusing on future growth, member representation in non-member states and bid document revisions. Chairman Luft made a motion to establish a sub-committee to make recommendation to the membership regarding vendor participation. New Jersey seconded the motion which carried unanimously.

7.3 Partnership Committee Report Regarding AESA

Chairman Max Luft introduced Brian Talbott, Executive Director of the Association of Educational Service Agencies (AESA) (#41). Dr. Talbott expressed his satisfaction with the current AESA/AEPA partnership agreement. He noted that Chairman Max Luft has been meeting with AESA Business Relations personnel to promote vendor bid response and areas of expansion. He expressed his willingness to assist in new membership efforts and legislative assistance at both the State and Federal level. He also expressed his appreciation of the AEPA sponsorship with the opening reception.

7.4 Financial Review

7.4.1 Budget

Chairman Max Luft reviewed the proposed Budget (#42) reminding all of the AEPA member assessment (\$500.00 + .0002 of volume based on the higher of member or vendor report card) is determined at the April Meeting. New Mexico made a motion to approve the proposed budget. Missouri seconded the motion which passed unanimously.

7.4.2 Financial Status

Chairman Max Luft reviewed the financial statement ending 09/30/08 (#43). He noted that the cost to do an audit for the period 3/1/07 to 12/31/07 would be approximately \$2,000.00 and suggested that we hold off until an entire year could be audited. Following discussion New Mexico made a motion that New Jersey, North Dakota and Texas would review the financial information for the period indicated above and that Kansas would write a policy defining trigger events that would establish audit dates and amend our policy to include the AEPA assessment. Montana seconded the motion and it carried with only California voting against.

7.5 Additional Administrative Concerns

7.5.1 AEPA IRS Status

Chairman Luft reviewed a recent letter received from the IRS (#44) indicated approval as a non-profit 501(C)(6) noting that this determination verifies AEPA is exempt from Federal Income Tax but does not allow tax for exempt donations.

7.5.2 Montana Tax Exempt Status

Chairman Luft questioned Montana as to their status as a tax exempt organization. Montana responded that it has made application for a determination as a 501(C)(3), has received a new state and federal tax identification number and received a request from the IRS for additional information to be provided by 12/17/08. New Mexico noted the inability of some states such as New Mexico and Washington to participate in AEPA as long as Montana remains a for profit company. Montana expects request for non-profit status to be resolved by next meeting in April and will report at that time.

8. Additional Concerns of the Membership

John Jankowski, representing North Dakota, noted that a current copy of all AEPA enabling documents were provided to all members and includes the new logo. It was stated that in April recommendations to the Bylaws and Procedures were made and discussed. Missouri made a motion to accept the amendments to the current Bylaws and Procedures. Since Bylaw changes require a second reading, voting on suggested changes was deferred until the December meeting.

The discussion turned to the classification of AEPA #009 bids as either Line Item or Catalog. The group agreed the following classification applies.

Roofing - Line Item
Carpeting - Catalog
Vehicles - Catalog
Copiers - Catalog
Medicaid - Line Item

Max Luft advised the membership that he would be sending letters to all vendors advising them of the decisions made at this meeting. All members would receive copies of these letters so that they could be used to make individual state determination regarding contract execution.

Pam Clover was given permission to return surety to all vendors that were unsuccessful in their bid response.

With no further action to be taken by the Board Indiana made a motion to adjourn the AEPA meeting, New Mexico, seconded the motion. The motion carried by a unanimous vote and the meeting was adjourned at 12:28 PM on December 3, 2008.

Respectfully Submitted:

Pamela A. Clover, Secretary

Max Luft, President