

North Jersey NIGP Chapter #7

Chartered October 26, 1977

Minutes

Regular Meeting

September 12, 2012

The Imperia Conference Center

Somerset, New Jersey

President- James J. Jorgensen (Jim) Treasurer-Jane Foti

Vice President-Cindy Belanger Secretary-Paula S. Ferreira

President James Jorgensen called meeting to order...

Flag salute and self introductions were made.

Treasurer's report was given by Treasurer Jane Foti.

Minutes from the previous meeting were approved.

Meeting Minutes September 12, 2012

Self Introductions

Flag salute

Moment of silence for 911

Treasurer's report given by Jane

Motion to accept minutes

Jim to discuss certificate of attendance certificates. QPA certification.

Gordon Ball.

National contracts. Like to mention from DLGS. DLGS has responsibility

For oversight of supervision. Director of law dept looking for help dept of housing both looking for help. Must move to Trenton. Pass along to those interested. Effective Oct. 1st applicants for retirement must do it online. Fire districts new requirement from local finance board. How to apply to local finance board. Certain requirements for financing. State division of purchase and property national contracts that they will offer also. List is not ready to go.

Comptroller's office alert 3rd party administrators for health insurance. They are getting paid from vendors that they are maintaining. Must be looked into. Procuring workers comp. Specs should be written to provide full disclosure. Know it up front and notify us if something changes after award. Separate proposals. It is beneficial. Unbundled. Bill signed by governor. A2146-prohibits state from contracting with working with companies from Iran. State will have form to fill out for bidders. For locals before contract is awarded we should go online to make sure the company is not on the debarred list. Required to notify the state. Do we have to put something in our bid specs? No answer yet.

S2167-provide permanent debarment for companies that have worked with municipalities. Hope this doesn't pass. Many difficulties. Email sent out by div purchase and property state agencies and locals cannot purchase under WSCA contracts from oracle. Contact 370258 mo483

New contract for tires. M8000. Change in the local finance board chap 30-5:30-3.9.

May 2012 GRC issued a decision Bozzi vs. Atlantic City on something in the NJ statutes which permits a city to change a document fee for specs. You can only charge a duplicating fee. Atl-I-1588-12.

Municipality audit compliance questionnaire. Best practice for auditors. 10 or 12 items that have to do with purchasing.

Changes in P-card rules-most comments received were looking to amend slightly the requirements. Took away 15 percent threshold for all should keep restraints where there is no QPA. Issues with procuring travel. QPA's required to book travel arrangements for counties.

Mary Lou Stanton-many municipalities have no problems with travel. We don't need P-cards.

As purchasing we will be very much involved with P-cards. 2 phases number 1 paying and the other is the procurement end that is us. Rules will be amended to address this. There will need to be training. Training for people who are getting the cards.

Who does training? Banks. Mouse giving out the cheese. Must use a competitive process.

What about P-cards and quote thresholds?

CFO is responsible on finance. Other provisions of rule have to be changed if involving the QPA.

National coops

One of the reasons we are making changes in P-card is because of national coops.

Local finance notices have been changed several times. Many problems not anticipated. Chap 139 it amended NJSA didn't amend LPCL, it amended state purchasing. This takes effect if over bid threshold. If under quote threshold no problem to use them to get quotes. Consideration-choose vendor in open and transparent manner. Document that national coop is cost effective. Logical financial sense and you must document. Using online ordering systems must use aggregation and audit trail exists. Many were telling people that you could void current contract. Incorrect. You must continue with existing contract. Don't bail on current contract to go to national coop. Some coops charge a marketing fee. WSCA us communities are examples have fee built into the price. Usually about 4 percent. Some try to charge shipping. When state approves they are not supposed to charge shipping. State regional like NJDIV of porch and property.

Joe asked to look at national coops. Both cases they are a purchasing organization. You cannot purchase with them are not a contracting unit. Who did the bid the organization or a public entity? If it is not a public entity you cannot use them. Sometimes they will have negotiation. You can't negotiate. National cooperative contract must have been awarded through complete. Bidding process requirements open competition. Some cities can call people in that they know. Negotiated contracts. Not competitive. Sole source is another example. Not an exemption in NJ. Originally bid must have been advertised. Has to be advertised that NJ can use.

Legal requirements BRC statement of corporate ownership EEO compliance non collusion. Cost savings determinations. Some add on delivery and service fee must determine if this is cost effective. Compare to current state contracts. Compare to own current contracts. Talk to other agencies. Is this in line with others? Documentation that is subject to OPRA. Keep everything with award package. Gerri Popkin - lots of practical problems. She spent several hours NIGP national convention. 8 different national cooperatives representatives. This is big business. These coops are in hard sell for business. These people are going over your head to CFO's or BA's. Read everything. Who bid it? Departments went online and started looking at us communities then become a using agency. We are responsible for the legality of it all. This isn't such a great way to get out of doing a bid.

GSA contract. Site the state contract not the GSA.

2 proposals from canon one for state contract and one for national coop.

P2p is still an issue.

Jim- P-card and quote threshold and bid threshold. What about window contracts with p2p?

Legal advertising-you have to notify everyone that you are looking to award a national contract. A minimum of 10 days.

Must do our due diligence because companies can OPRA all the info.

Misc requirements must follow joining requirements.

Pricing must be for a known period. Some are going to require a prepayment. Cannot do that in NJ. Not applicable for public works and construction contracts.

GSA and one-off contracts are not permitted. If the contract between 2 mill and 20 mill must report to state comptroller.

Appendix a- advertisement-fill in the blank.

Appendix b-checklist to make sure you have everything. Auditors will be looking for these.

In a nutshell you avoid writing specs or open bids. Everything else is the same. Same as what division of purchase and property does.

Joint meeting with SNJ-NIGP and NNJ-NIGP to state division of purchase and property distribution center.

Anthony E. Carlos

EEO monitoring - P2p has recently changed. Certificate employee info report has their dept number good for 3 yrs or 7 yrs. He asks for minute books. Must award to lowest responsive responsible bidder. Will ask for vendor history report. Should run vendor history every qtr. Go out to bid for HVAC replacement. Vendors review bids for no BRC act. Come to bid review take notes. Look for bid notice with NJSA 10:5-31 etc. 2 types of mandatory language exhibits A and B. Proper evidence type. Certificate of employee info report or aa302 form. You don't have to have the certificate for goods and services just as long as they have the application. When someone completes aa302 form request a copy of payment. It takes the state 3 weeks to process application. Only accept it if it is the. First time they have done it. We could be fined 1000 a day.

Pass or fail situation.

Construction aa201 form. This lists all construction trades. Must send a copy to the state.

Items that they look for are not on audits.

Jim-are penalties the same for goods services and construction-yes.

Prior to execution you can get what you want. After it is much more difficult.

If is deficient when we are there. It just as to be in contract verbatim. Just needs to be there.

Must have highest official signing it. Don't date it. Law applies to everything. With 5 exemptions state contracts, consortiums, JIF's liens. Utilities have to have certificate. Go to PSE&G website. Pseg.com.careers, others didn't put it on yet. Contracts over the bid threshold.

New construction-anything over 1 million prior to execution ½ of 1 percent and forward monies to dept of labor.

Section 2.8-local governments are required to allocated and release training funds.

www.state.nj.us/treasury/contract_compliance for handbook. Give to attorneys, engineers, architects etc.

Below 10 percent satisfactory.

He has been with dept for 10 yrs.

Tell them who the PACO is. Form PACO designation form that must be submitted by Jan. 10th of each year. Failure to submit is 1000 day. Emergency contracts are not exempt from mandatory language. Do not pay until received.

Flow chart on page 24 for reference.

Jim Jorgensen

NIGP Region 2 conference in Bethlehem PA. Oct. 29th and 31st.

Next meeting-Dec. 12, 2012. Q&A

May 2013-purchasing forum changes. GPANJ has separated from Rutgers. Held at the Sheraton. Looking for volunteers to scan, setup, work at greeting desk, etc., so we don't have to pay Rutgers.

Old business-Gerri Popkin represented us at NNJ-NIGP was honored. We should think about chapter of the year. Jim thanks Gerri for representing us. Kathi Cupano-have volunteers. Practical forums. QPA review this semester only came to QPA review will offer course tuition free.

New business-if we did have comments on minutes we will discuss at meeting.

Motion to adjourn.

Respectfully submitted on behalf of Paula S. Ferreira, Secretary

James Jorgensen, President