



Technology, Management & Budget
CRO Set Aside Committee Meeting
Tuesday, February 27, 2020 10:00 am
Incompass Michigan
417 Seymour Suite 5 Lansing MI 48933

Meeting Minutes

Committee Members Present: Todd Culver, Genevieve Hayes, Justin Caine, Butch Ellis

Guests Present: Noah Belanger - Peckham, Mike Stover - Peckham, Nancy DuBois - Hope Network

Recording Secretary: Laurie Morse-Dell, Incompass Michigan

Introductions and Welcome

Todd Culver called the meeting to order, with a welcome to the February CRO Set Aside Committee Meeting.

Review of November 12, 2019 minutes

Meeting minutes were distributed with the agenda.

MOTION: To approve the November 12, 2019 minutes as presented.

CARRIED

Procurement Update: Genevieve

- Buyer for janitorial services may attend next meeting to introduce to CROs.
- Reminder to review contracts for expiration dates, 5 contracts will expire this year and it appears that all have options for extensions- it is the responsibility of contract holders to verify with your buying agent if extension will be granted. Genevieve will also check on extensions to clarify.

Set Aside Requests: Todd

- No New Requests
- Annual Report included in packets demonstrates the success of the program and a reminder that the Committee would be happy to entertain more requests for set asides.

Public Comments:

- Peckham: question regarding a LARA building and how to determine if it is state owned or leased. Suggested to follow up with Genevieve to look into.

Old Business:



- Reminder that current terms expire in March: Karsten, Genevieve, Todd and Justin have all shown interest in serving another term. Members will confirm with Todd when they have completed their online applications.
 - Butch noted appreciation for the opportunity to serve, has enjoyed being part of the Committee but has opted not to renew. Noted appreciation for Genevieve representing the state. The President of Lansing Sanitary Supply intends to submit an application to serve on the committee.
 - Todd recognized the service of Butch and noted appreciation of dedication to the Committee and individuals with disabilities.
- Genevieve: Encouraged CROs to register with Michigan Supplier Community (MiSC) in case there are new opportunities. CROs should upload affidavit to SIGMA account. MiSC allows State of Michigan agencies to get three quotes and purchase directly from vendors for select purchases up to \$500,000. MiSC solicitations are not publicly posted on the State's SIGMA VSS system. CROs and small businesses under 500 employees and less than \$25 million in annual revenue are eligible.

New Business:

- None

Adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Laurie Morse-Dell', written in a cursive style.

Laurie Morse-Dell

Recording Secretary