

Town of Barnstable

Administrative Services
Procurement Office

230 South Street, Hyannis, MA 02601
www.town.barnstable.ma.us



Johanna F. Boucher, Chief Procurement Officer/President CCAPPO
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CAPE COD PURCHASING OFFICIALS ASSOCIATION

MINUTES

May 28, 2019 @ 9 am, Barnstable Town Hall, Selectmen's Conference Room

Members Present: Greg Rounseville - Dennis, Johanna Boucher- Barnstable, Frank Macdonald – Sandwich, Amber Patterson-Barnstable, Peter J. Sullivan – GSA, New England Region, Carolyn Carey – Harwich, Maria McCauley – Cape Cod Commission, Karen Erdus – Eastham, Jennifer Petit – Falmouth, Laura Hayden – Yarmouth, Emily Sumner-Brewster, Donna Kalinick-Brewster, Carol Coppola – Harwich, Peggy Nickerson – Steamship Authority, Sandra Cashen – DYRS, Sveltana Salemme-Yarmouth, Michaela Miteva - Orleans

GSA PRESENTATION BY PETER J. SULLIVAN, NEW ENGLAND REGION

The meeting was called to order at 9:05 am. Peter J. Sullivan gave an informative presentation about the Government Services Administration (GSA) web-based platform with a link <https://www.gsaadvantage.gov>. GSA is a global supply system for the federal government, but also available to local municipal and state government entities for purchasing safety, security, emergency and disaster-preparedness supplies and services. GSA's procurement web platform is one of the largest programs and the most preferred for commercial products and services. All GSA contracts are for indefinite quantity, indefinite delivery and the shipping is built in. Mr. Sullivan advised to always ask for discounts when ordering large quantities. Mr. Sullivan said that online quotes are available to registered users and said that only one registered user will be approved per government organizations. Mr. Sullivan said that he is always available for questions at peter.sullivan@gsa.gov or 617-872-0503.

APPROVAL OF MINUTES OF MARCH 26, 2019

MOTION: Miteva moved and Patterson seconded to approve the minutes of March 26, 2019 as printed. The motion passed unanimously.

Chairperson Boucher said that the CCAPPO meeting minutes and agendas prior to May 2019 will be still available on the Barnstable County web site. All CCAPPO minutes and agendas after May 2019

will be posted on the Town of Barnstable website, Procurement Office Page at <https://www.townofbarnstable.us/Departments/purchasing/> The new information is posted from 5/1/19 on and previous information is available by a link referring to the County's page.

GENERAL PROCUREMENT DISCUSSION

Chairperson Boucher recognized the service of Elaine Davis, who has retired as of 5/16/19 from the Barnstable County as a Chief Procurement Officer. Stephen Tebo, Assistant County Administrator has been temporarily appointed as the CPO for the County until a replacement is hired. Stephen Tebo can be reached at stebo@barnstablecounty.org with any questions.

FUTURE MEETINGS AND MEETING SPEAKERS

Chairperson Boucher announced that Neil Cohen from the Massachusetts Inspector General's Office (Chapter 30B Goods & Services), Deborah Anderson from the Attorney General's Office (Design & Construction) and John Ronin from the Department of Labor Standards (Prevailing Wages) will be coming to the Town of Barnstable, Hearing Room 367 Main Street, Hyannis on November 6, 2019 from 10 am – 1 pm for a no cost training session in their areas of expertise, and encouraged everyone to attend this free training. She asked everyone to think about other speakers to be invited for future CCAPPO meetings.

NEXT MEETING

The next meeting will be on July 23, 2019, 9 am at the Town of Barnstable, Town Hall, Selectmen's Conference Room, 367 Main Street, Hyannis, MA 02601 (2nd Floor).

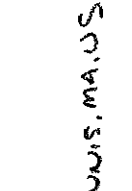

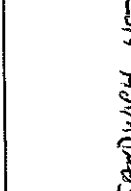
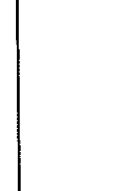
ADJOURNMENT

The meeting was adjourned at 10:35 am.

CAPE COD PURCHASING OFFICIALS ASSOCIATION

May 28, 2019 @ 9 am, Barnstable Town Hall, Selectmen's Conference Room



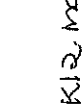

MEETING ATTENDANCE SHEET

Attendee Name & Email	Organization Name & Address	Attendee Signature
GREG ROUNSEVILLE GROUNSEVILLE@town.dennis.ma.us	TOWN OF DENNIS, DPW 120 THEOPHILUS F. SMITH ROAD SOUTH DENNIS, MA 02660	
Johanna Boncher johanna.boncher@town....	Town of Barnstable	
FRANK MACDONALD FMACDONALD@TOWN OF SANDWICH, MA	TOWN OF SANDWICH FACILITIES 130 MAIN STREET SANDWICH, MA 02567	
Amber Patterson amber.patterson@town.barnstable.ma.us	Town of Barnstable	Amber Patterson
PETER J. SULLIVAN GSA-FAS-CASE	NEW ENGLAND REGION	

CAPE COD PURCHASING OFFICIALS ASSOCIATION MEETING
5/28/19

Attendee Name & Email	Organization Name & Address	Attendee Signature
Carey @ Town, Hawiich, ma Carolyn Carey	Town of Hawiich 100 Oak St	Carolyn Carey
MARIA MCCOULEY mmccouley@cepecod.commission.org	CAPE COD COMMISSION/ BARNSTABLE COUNTY commission.org	Maria McCouley
KAREN SUNDUS ADMIN ASSISTANT @ EASTHAM-MA.GOV	TOWN OF EAST HAM	Karen Sundus
Jennifer Pett Jennifer.Pett@falmouthma.gov	Town of Falmouth	Jennifer Pett
Laura Harden LHarden@Yarmouth.ma.us	Town of Yarmouth DRU	Laura Harden
Emily Sumner esummer@brewster-ma.gov	Town of Brewster	Emily Sumner
Donna Kalinick	Town of Brewster	Donna Kalinick

CAPE COD PURCHASING OFFICIALS ASSOCIATION MEETING
5/28/19

Attendee Name & Email	Organization Name & Address	Attendee Signature
Carol Coppola coppola@town.harwich.ma.us	Town of Harwich	
Peggy Nickerson pnickerson@steamshipauthority.com	Steamship Auth	
Dendra Cashen cashen@edy-regional.k12.ma.us	DYRSD	
Suzelana Salemmme ssalemmme@yarmouth.ma.us	Town of Yarmouth	
Michaela Miteva mmiteva@town.ortears.ma.us	Town of Orleans	