

# Cape Cod Public Purchasing Officials Association

Officers: Jennifer Frates – President; Amber Patterson - Vice President; Mihaela Miteva - Secretary  
Speaker Committee Chair - Roby Whitehouse

## MEETING MINUTES

Tuesday, August 19 2021 at 10:00 AM

**\*\*This meeting was held remotely online\*\***

For attendance, please see the attached list made part of these meeting minutes.

### Welcome and Introductions

Ms. Frates called the meeting to order at 10:00 am.

### Review/Approval of Minutes (May)

The minutes of the May 5, 2021 meeting were approved unanimously on a motion by Amber Patterson and seconded by Emily Sumner.

### MHEC Update (10:05 am – 10:20 am)

Ms. Frates introduced the meeting guest speaker Janet Garabedian, Business Development Manager, who gave an update on MHEC – a collaborative purchasing platform. The presentation is available at <https://purchasing.barnstablecounty.org/nas/content/live/purchasingmain/library/2021/09/CCAPPO-Key-Initiatives-August-19-2021.pdf>  
<https://purchasing.barnstablecounty.org//nas/content/live/purchasingmain/library/2021/09/Presentation-to-Municipal-Purchasers-Cape-Cod.pdf>.

### Presentation by Supplier Diversity Office (SDO) (10:20 am – 10:55 am)

John Fitzpatrick, Director, Supplier Diversity Programs and Dimitry Nikolayev gave a very informative presentation on the State's Supplier Diversity program and its initiatives and referred to their Municipal Supply Diversity Playbook for additional details. At the end members asked questions. Ms. Patterson asked for a sample model municipal policy for Towns to review and possibly adopt. The State does not have one but will look into it. The presentation is available at <https://purchasing.barnstablecounty.org//nas/content/live/purchasingmain/library/2021/09/Presentation-to-Municipal-Purchasers-Cape-Cod.pdf>

### Vendor Presentation: Zones (ITC73 & ITS75 State Contract/MBE Certified) (10:55-11:05)

Bob Spencer, Field Account Executive, Public Sector gave a presentation on Zones (ITC73 & ITS75 State Contract/MBE Certified).

### Barnstable County Procurement Update

Ms. Frates reported that all annual bids are completed and signed, and overall the summer is slow. All of the information is available online at <https://purchasing.barnstablecounty.org>. The next meeting is scheduled for September 28, 2021.

### Adjournment

The meeting was adjourned at 11:20 a.m. by a mutual consensus.

Respectfully submitted,  
Mihaela Miteva

Aug. 19, 2021, Meeting Attendees:

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