

No. III.E.1.

RECOMMENDED ACTION - Approval of Procurement Activity Report

The following resolution was moved by _____
and seconded by _____.

BE IT RESOLVED by the Board of Governors for Missouri State University that the attached Activity Report for all reportable actions since the last Board of Governors' meeting, as presented by the Procurement Services Office, be approved.

VOTE: **AYE** _____
 NAY _____

COMMENTS:

Recommend the attached report summarizing all reportable Procurement Services Office activity from July 30, 2009 through October 16, 2009 be approved.

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Provider/Conditions	Air Craft	Capacity	Men's	Women's	Total
Aviation Enterprises (Fuel Base: \$4.00/Gal) Fuel Surcharges N/A	Saab 340 or FD-328 Turboprop	30	\$114,600.00	\$49,200.00	\$163,800.00
Charter Search – 1 of 3 (Fuel Base: \$3.50/Gal) Fuel Surcharges Apply	FD 328 Jet	30	\$139,216.66	\$56,326.66	\$195,543.32
Charter Search – 2 of 3 (Fuel Base: \$3.00/Gal) Fuel Surcharges Apply	REG Jet	50	\$220,152.90	\$79,310.71	\$299,463.61
Charter Search – 3 of 3 (Fuel Base: \$4.00/Gal) Fuel Surcharges Apply	REG Jet	50	\$236,494.68	\$85,197.88	\$321,692.56
CSI Aviation – 1 of 2 (Fuel Base: \$4.00/Gal) Fuel Surcharges Apply	Dornier 328	30	\$175,831.00	\$72,444.00	\$248,275.00
CSI Aviation – 2 of 2 (Fuel Base: \$4.00/Gal) Fuel Surcharges Apply	Boeing 737	50	\$196,797.00	\$78,289.00	\$275,086.00
Global Airline Svcs (Fuel Base: \$2.65/Gal) Fuel Surcharges Apply	DC-9	50	\$187,985.00	\$76,060.00	\$264,045.00
Short's Travel – 1 of 3 (Fuel Base: \$4.00/Gal) Fuel Surcharges Apply	Dornier 328 Turboprop	30	\$158,463.15	\$60,323.59	\$218,759.74
Short's Travel – 2 of 3 (Fuel Base: \$4.00/Gal) Fuel Surcharges Apply	Saab 340B Turboprop	30	\$160,280.00	\$55,520.00	\$215,800.00
Short's Travel – 3 of 3 (Fuel Base: \$4.00/Gal) Fuel Surcharges Apply	Dornier/Saab (lower of 2)	30	\$153,143.60	\$53,613.56	\$206,757.16

Recommend purchase order be issued to Aviation Enterprises for total of \$163,800.00.

Note: Required funding will be part of the FY10 operational budget.

Contracts for the purchase of goods and services estimated > \$100,000.00

Integrated and Automated Public Safety Records Management System \$287,311.00
Safety & Transportation (Estimated)

In response to required advertising to establish a contract for an integrated and automated public safety records management system, only one (1) responsive proposal was received.

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Five (5) sources were solicited. Two (2) proposals were submitted. One of these proposals was subsequently determined to be non-responsive. It did not meet the minimum software functionality requirements.

The one responsive proposal was submitted by New World Systems (NWS). Their software solution was reviewed by an evaluation team in terms of features, functionality, compatibility, and cost. This review found this solution to be fully compliant, completely adaptable, amendable to growth, and competitively priced.

Negotiation of final terms and conditions and pricing are in process. Recommend contract be awarded to New World Systems. The contract period is estimated to be November 1, 2009 through April 30, 2010.

Note: Required funding will be part of the FY10 operational budget.

FOR INFORMATIONAL PURPOSES ONLY

Exercise of contract renewal option for the purchase of goods and services estimated > \$25,000 < \$100,000

Temporary Services	\$25,000.00
Human Resources	(Estimated)

Renewal of Contract 4491-1 has been processed with Express Employment Services to provide temporary services for the period October 1, 2009 through September 30, 2010. This is the first of four (4) available contract renewal options. Contract prices will increase by less than one percent (1%) in accordance with the contract.

Note: Required funding will be part of the FY10 operational budget.

Exercising contract renewal option

Consulting Services – Comprehensive Campaign	\$27,158.00
Alumni Affairs	(Estimated)

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Contract 4403-1 with The Miller Group Worldwide LLC for consulting services in support of Comprehensive University Fund-Raising Campaign to be renewed for the period September 8, 2009 through September 7, 2010. This represents the first of two (2)

available contract renewal options. The contract allows for a five percent (5%) increase in rates. Note: Services were provided on a monthly basis during the first year of the contract. Services will be provided on a bi-monthly (every other month) basis during the first renewal period.

Note: Required funding will be part of the FY10 operational budget.

Exercise of contract renewal option for the purchase of goods and services estimated > \$25,000 < \$100,000

Wealth & Predictive Modeling Services Alumni Center	\$27,726.00 (Estimated)
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Renewal of Contract 4563-1 has been processed with Grenzebach Glier and Associates (GGA) to provide wealth & predictive modeling services for the period November 13, 2009 through November 12, 2010. This is the first of four (4) available contract renewal options. Contract prices will remain unchanged for the first renewal period.

Note: Required funding will be part of the FY10 operational budget.

Single purchase > \$25,000 < \$100,000 that was not competitively bid

Varian Service Contracts Research & Economic Development (JVIC)	\$29,225.00
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Six pieces of laboratory equipment were purchased from Varian Incorporated for Jordan Valley Innovation Center. The total care offered by Varian will provide a complete inspection of the instrumentation, all parts, labor, travel, emergency visits, and one (1) preventive maintenance visit per year within 101 miles of a Varian service center.

A purchase order has been awarded by the University to Varian Incorporated, Walnut Creek, California.

Note: Funding for this position is provided by a sub-contract from Crosslinks Incorporated, St. Louis, Missouri.

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**Exercise of contract renewal option for the purchase of goods and services estimated
> \$25,000 < \$100,000**

Grants Management System Implementation **\$29,800.00**
Communication Services **(Estimated)**

Renewal of Contract 9313-1 has been processed with InfoEd International to complete implementation of grants management system. Period of extension or renewal is October 22, 2009 through October 21, 2010. Contract allows for extension by mutual consent to insure successful implementation of the grants management system. Contract prices will remain unchanged in accordance with the contract.

Note: Required funding will be part of the FY10 operational budget.

Single purchase > \$25,000 < \$100,000 that was not competitively bid

Inside Plant Telecommunications Wiring **\$38,000.00**
Telecommunication Services **(Estimated)**

Pursuant to RSMo 34.046 which allows the State of Missouri to participate in contract agreements established by other public entities, the University plans to utilize State of Missouri Contract C205041004 with Protel Communication Systems for data and telecom wiring products and services, on an as-needed basis only, during the period of January 1, 2010 through May 31, 2010.

Although most wiring needs can be accomplished with in-house personnel, Telecommunications Services will need to utilize the State contract as a back-up for large and/or multiple projects that have to be completed in a short timeframe.

Note: Required funding will be part of the FY10 operational budget.

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En Pointe Technologies, St. Louis, Missouri, is provider of the Symantec licenses.

Note: Funding previously approved by Board as part of the FY10 operational budget.

Exercise of contract renewal option for the purchase of goods and services estimated > \$25,000 < \$100,000

Snow Removal & Salt Spreading Services Grounds/Safety	\$42,348.00 (Estimated)
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Contract 4020-1 with Hartman & Company, Incorporated, to provide snow removal and salt spreading services has been renewed for the period November 19, 2009 through November 18, 2010. This is the second of four (4) available contract renewal options. Pricing will increase by five percent (5%) as provided for in the contract.

Note: Required funding will be part of the FY10 operational budget.

Single purchase > \$25,000 < \$100,000 that was not competitively bid

Emergency Procurement Procedures Applied

Duct Cleaning Services Residence Life and Services	\$45,685.29 (Estimated)
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Pursuant to RSMo 34.044 (Single Feasible Source provisions) and Emergency Procurement Procedures, a purchase order was issued to LCS Kleen-Aire Incorporated on August 17, 2009 to clean the air ducts in Hammons House, floors two through eight.

Background: During the recent renovation of the exterior of Hammons House, mold was discovered in the duct work. Follow-up testing confirmed the presence of penicillium aspergillus, a mold and potential human carcinogen. In order to protect the health of students and accommodate the on-time opening of Hammons House for the fall semester, a purchase order was issued to LCS Kleen-Aire Incorporated as described above. The service that LCS will provide includes: Thoroughly cleaning and coating 196 air

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handling units, adjoining duct work, and applying anti-microbial coating. Note: This service currently applies to floors two through eight. The basement and floor number one (1) are currently under test. Should the basement and first floor require the same service, these floors will be done immediately thereafter under this same authority.

Note: Required funding will be part of the FY10 operational budget.

Single purchase > \$25,000 < \$100,000 that was competitively bid

**Christie HD 10K-M Professional Projector \$46,145.00
Plaster Student Union Administration**

The Christie HD 10K-M Projector is designed for large auditoriums. The projector has a resolution of 1920 x 1080p with 9,500 lumens. It also accepts and displays input that includes analog, dual Link DVI and Dual SD/HD-SD. It is ideal for the Plaster Student Union requirements.

The University solicited seven (7) bidders nationwide and received four (4) responses. A purchase order was awarded to the low bidder, Sensory Innovation, Springfield, Missouri.

Note: Funding previously approved by the Board as part of FY10 capital budget.

Single purchase > \$25,000 < \$100,000 that was not competitively bid

**Missouri Valley Football Conference \$52,410.00
Intercollegiate Athletics**

Payment processed to the Missouri Valley Football Conference for membership dues, \$12,000.00; the 2009-2010 officiating assessment, \$4,710.00; and officiating fees for six (6) home football games for the 2009 season at \$5,950.00 per game for a total of \$35,700.00.

Note: Funding previously approved by the Board as part of FY10 operational budget.

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Single purchase > \$25,000 < \$100,000 that was not competitively bid

MOREnet **\$63,200.00**
Presidential Office/Memberships

MOREnet provides internet connectivity, access to Internet2, technical support, videoconferencing services and training to Missouri's K-12 schools, colleges and universities, public libraries, health care, state government and other affiliated organizations. Established in 1991, MOREnet operates as a unit within the University of Missouri and is based in Columbia, Missouri.

The University of Missouri is the single source provider for this type of services.

Note: Funding previously approved by Board as part of the FY10 operational budget.

Single purchase > \$25,000 < \$100,000 that not competitively bid

Mass Sheltering and Volunteer Coordinator **\$65,000.00**
Center for Resource Management & Planning

The Mass Sheltering and Volunteer Coordinator will be retained to provide services for the geographic area within Region D, including Barry, Barton, Cedar, Christian, Dade, Dallas, Greene, Hickory, Jasper, Lawrence, McDonald, Newton, Polk, St. Clair, Stone, Taney, Vernon, and Webster.

It is the responsibility of the position to establish and maintain working relationships with all private and faith-based relief organizations, community groups, and local, regional, or state emergency response groups related to Mass Care disaster response. The position is also responsible for maintaining an effective working relationship with the Region D Homeland Security Oversight Committee and Human Resources Sub-Committee.

A purchase order has been awarded by the University to the American Red Cross, Springfield, Missouri as the single source provider to fill this position.

Note: Funding for this position is provided by a grant from the State Emergency Management Agency and the Federal Homeland Security Department.

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Single purchase > \$25,000 < \$100,000 that was not competitively bid

CERT Coordinator **\$65,000.00**
Center for Resource Management & Planning

The CERT Coordinator position is to support CERT programs already in progress in participating counties within Region D, and to provide for counties who wish to start CERT programs. The position includes funding for training, equipment and supplies needed to conduct training in several counties, funds for incidental expenses, such as mileage reimbursement for those conducting training in some of the counties, and funds for trainers in three (3) counties.

A purchase order has been awarded by the University to the Springfield/Greene County Office of Emergency Management, Springfield, Missouri as the single source provider to fill this position.

Note: Funding for this position is provided by a grant from the State Emergency Management Agency and the Federal Homeland Security Department.

Exercising of contract renewal option for the purchase of goods and services estimated > \$25,000 < \$100,000

Local Telephone Service and Data Connection Services **\$65,800.00**
Communication Services **(Estimated)**

Renewal of Contract 2627-1 has been processed with NuVox Communications to provide local telephone and data connection services for the period December 1, 2009 through November 30, 2010. This is the first of three (3) available contract renewal options. Contract prices will remain unchanged in accordance with the contract.

Note: Required funding will be part of the FY10 operational budget.

Single purchase > \$25,000 < \$100,000 that was not competitively bid

Administrative Information System Maintenance **\$75,046.00**
West Plains Campus

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Payment processed to the contract vendor, SunGard SCT, for maintenance for the West Plains campus administrative information system for the period November 1, 2009 through October 31, 2010. This contract was competitively bid and approved by the Board in August 2001.

Note: Required funding will be part of the FY10 operational budget.

Single purchase > \$25,000 < \$100,000 that was not competitively bid

Agriculture and Rural Preparedness Specialist **\$80,000.00**
Center for Resource Management & Planning

The Agriculture and Rural Preparedness Specialist will be contracted to provide services for the geographic area within Region D, including the counties of Barry, Barton, Cedar, Christian, Dade, Dallas, Greene, Hickory, Jasper, Lawrence, McDonald, Newton, Polk, St. Clair, Stone, Taney, Vernon, and Webster.

It is the responsibility of the specialist to coordinate agriculture initiatives in emergency preparedness in weather related, rural health, biohazard threats, and other individual and community concerns within the region and to work in areas of training, planning, prevention, protection, response, and recovery relative to biohazards and other threats to rural, agriculture and animal health. The specialist will also maintain an effective working relationship with the Region D Homeland Security Oversight Committee and Human Resources Sub-Committee.

A purchase order has been awarded by the University to the University of Missouri, Columbia, Missouri as the single source provider to fill this position.

Note: Funding for this position is provided by a grant from the State Emergency Management Agency and the Federal Homeland Security Department.

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Note: This is an information only memorandum to report a \$4,081.00 funding increase to a procurement item that was previously reported at the June 19, 2009 Board of Governors' meeting.

At the June 19, 2009 Board Meeting, the following was reported:

On-Line Cataloging Services Meyer Library	\$133,759.00 (Estimated)
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Upon receipt of invoice, payment will be processed to Missouri Library Network Corporation (MLNC) in prepayment of large-scale cataloging and other electronic bibliographic services and membership dues for the period July 1, 2009 through June 30, 2010. MLNC is a network consortium that offers discounts to its members on many of these services, as well as various value-added products, training programs, and consultation. Missouri State University was a founding member of MLNC when it was originally formed in the 1980's.

An error was made by the Missouri Library Network Corporation (MLNC) in calculating the original assessment fee for Missouri State University. This fee was understated by \$4,081.00.

Note: Required funding will be part of the FY10 operational budget.

Exercising of contract renewal option for the purchase of goods and services estimated > \$100,000

High Profile

Employee Benefits – Third Party Administration Services for Employee Group Medical and Dental Plans	\$400,000.00 (Annual estimate)
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On April 3, 2009, the Board of Governors approved the extension of Contract 5791-1 with Med-Pay, Incorporated for Third Party Administrator Services (TPA) for up to three (3) additional contract years through December 31, 2012. This is to inform the Board that the first of three (3) contract renewal options for the period of January 1, 2010 through December 31, 2010 has been exercised. Pricing will remain unchanged from the last renewal period.

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Background:

1. The University's health care benefits consultant, Mercer, has recommended that the University bid both third party administration services and PPO health care services together as a bundled requirement, at the next possible opportunity. The goal of this strategy is to achieve synergies, economies of scale, and the lowest overall health care cost to the employee.
2. The University's PPO health care services Contract 9623-1 with St. John's does not expire until December 31, 2012.
3. The University's third party administration services Contract 5791-1 with Med-Pay was originally scheduled to expire on December 31, 2009.
4. In order to keep the two (2) contracts, PPO health care services and third party administration services on the same schedule or time line, the Med-Pay contract was recently extended for up to three (3) years, 2010-2012. This action was approved by the Board of governors on April 3, 2009.
5. Per this notice, the first of three (3) contract renewals for CY2010 has been exercised.

Note: Required funding will be part of the FY10 operational budget.