



# North County Educational Purchasing Consortium

## Administrative Committee Meeting Minutes November 7, 2012

### Districts in attendance:

Kim Simonds, MiraCosta Community College District  
Peggy Stroika, MiraCosta Community College District  
Teresa Wacker, Palomar College  
Lynne Kotas, San Marcos Unified School District  
Jessica Kinder, Encinitas Union School District  
Daniel Distrola, San Diego County Office of Education  
Sharon Clay, Cajon Valley Union School District

### 1. Call to Order

Kim Simonds called the meeting to order at 8:46 a.m.

### 2. Agenda Items for December 12, 2012 Board Meeting

- a. Approve Award of K-6 Elementary Art Supplies Bid
- b. Approve Award of 7-12 Art Supplies and Equipment Bid
- c. Approve Award of Custodial Supplies Bid
- d. Approve Award of Custodial Chemical Bid
- e. Approve Award of Classroom Furniture and Equipment Bid
- f. Approve Award of Office & Classroom Supplies Bid
- g. Approve Award of P.E. & Athletic Equipment Bid
- h. Approve Award of Xerographic Paper Bid
- i. Approve Award of Science Supplies Bid
- j. Ratify Award of Print Shop Paper Bid

### 3. Round Table Discussion

- a. Lynne Kotas brought up ideas for the December meeting which is scheduled for 12/12/12. There was discussion regarding low-cost ideas to commemorate the date. Suggestions were given such as centerpieces, a favor at each place setting, or cookie pops/cake pops for the attendees in a bouquet on each table. Lynne will look into options further.
- b. Lynne Kotas gave an update regarding the need for an NCEPC audit. The last audit was conducted in 2005/06. No paper records were found for the 06/07 year, only electronic Quicken files for that year. Lynne will request copies of those bank statements from the credit union. Lynne asked for verification of her documentation as to the NCEPC Board officers that served on the Board during those years. Peggy will verify the information. An RFQ for the audit will be sent out to three firms.
- c. Jessica Kinder had concerns regarding the Office & Classroom Supplies Bid. She has added an increase/decrease clause to the terms and updated the units of measure on several items. Pencils will be bid by the dozen, rather than 6 dozen. Questions were raised at the pre-bid meeting regarding batteries, composition books, and laminating film. Jessica will request more information from districts and update specs as needed for the applicable line items by addendum.
- d. Sharon Clay requested input regarding E-Rate bids for equipment, whether E-Rate bids can specify manufacturers with no substitutions if the District has standardized on those products, or whether "equivalents" must be evaluated. It was suggested to confirm with the SLD. Discussion ensued with recommendations for an RFP format for technology versus a standard bid format.

- e. Peggy Stroika mentioned that she has been contacted regarding the NCEPC networking bid, and whether a Form 470 was filed by the consortium to allow the members and associate members to use the bid for E-Rate projects. A 470 was not filed for the current bid, and Peggy will look into the possibility of filing a 470 for future networking equipment bids.
- f. Daniel Distrola had a question regarding Dell computers on the NCEPC computer bid and the % discount format. Lynne explained that due to the multiple configurations for different computers, the bid is formatted to allow for several computer configurations. Discussion also took place regarding the SDCOE's Monarch school and the furniture and equipment needs for that project.

#### **4. Adjournment**

The meeting was adjourned at 10:28 by Kim Simonds.