

**CCIT  
MEETING  
AGENDA**

**3/17/2010**  
**9:00 to Noon**  
**Camp George West- Bldg 100**  
**15055 S Golden Rd**  
**Golden, CO 80401-3990**

**Pre-Meeting Info:** See attachments

**Note:** Carpool if possible-Parking is limited at times

**AGENDA TOPICS**

<b>9:00-9:05</b>	Welcome & Introduction	<b>Kevin Edwards, OSC/CCU Mgr</b>
<b>9:05-9:50</b>	Insurance requirements in State Contracting and role of Risk Management	<b>Markie Davis, DHR/Risk Mgt Pgm Supervisor</b>
<b>9:50-10:30</b>	CMS (a) Deactivating former employees from CMS and updating info for transfers. (b) Reports: end-of-year legislative reporting and department level needs. (c) Guidance, (d) Activity Timeline	<b>Brenda Lujan, OSC/ Director Office of Contract Administration,</b>
<b>10:30-10:45</b>	Break	
<b>10:45-11:15</b>	CCU Topics: (a) IT Model Ks-needed? (b) Contract drop-off and pick-up. (c) Phase I Waived Ks. (d) RFPs as SOWs. (e) May CCIT. (f) Signature Delegation for Directors. (g) Amend 54. (h) Completing Central Approver Tasks: who should do this? What notes should be added to the task in absence of hard copy? (i) CCU task assignment-Controller, State. (j) CMS Cert forms sent with Ks and in files, SB 114, (k) SOS form for TOs, (l) Procurement Manual/Training, (m) changes to model Ks, (n) Contact info in CMS task, (o) Bicycle rack agreements, (p) IC/Sole Proprietor issue.	<b>Kevin Edwards, OSC/CCU Mgr, Barbara Sohnen, OSC/CCU Contracts Specialist</b>
<b>11:15-11:30</b>	ARRA/HIPAA-Sandi Coleman asked for clarification	<b>Barbara Sohnen, OSC/CCU Contracts Specialist</b>
<b>11:30-12:00</b>	Contract Review Tips for Controller Delegates (attachment to email)	<b>Kevin Edwards, OSC/CCU Mgr</b>

**PROPOSED TOPICS and TENTATIVE SPEAKERS FOR THE NEXT CCIT MEETING:**

- Changes to Model Contracts-Kevin Edwards, OSC/CCU Manager
- Legislative Changes Affecting Contracts-Bob Jaros, Deputy State Controller