

**CCIT
MEETING
AGENDA**

**5/19/2010
9:00 to Noon
Denver Armory
5275 Franklin Street
Denver, CO 80126**

Pre-Meeting Info:

Note: Carpool if possible-Parking is limited at times

AGENDA TOPICS

9:00-9:05	Welcome & Introduction-Introduce RaLea Sluga	Kevin Edwards, OSC/CCU Mgr
9:05-9:30	Open Forum-Feedback on CCIT and issues with CCU and OCA-Your chance to make suggestions and air gripes (in a constructive manner)	Kevin Edwards, OSC/CCU Mgr and Brenda Lujan, OSC/ Director Office of Contract Administration
9:30-10:15	CMS (a) OSC Technical Guide (b) Forms (c) Reports (d) CMS subcommittee (e) CMS field entries (f) Department examples	Brenda Lujan, OSC/ Director Office of Contract Administration
10:15-10:30	CCU Topics: (a) CCU task assignment-RaLea or Barbara. (b) Procurement Manual/Training, (c) Updating old templates, (d) Bicycle rack agreements, (e) IC/Sole Proprietor issue, (f) Facebook and social media sites, (g) email subject lines, (h) Model IT contracts, (i) Tasked Party Notes.	Kevin Edwards, OSC/CCU Mgr, Barbara Sohnen, OSC/CCU Contracts Specialist, RaLea Sluga, OSC/CCU Contracts Specialist
10:30-10:45	Break	
10:45-11:15	DHR-CMS personal services review and approval process within CMS; the specific CMS questions that human resources need to be answering; and CCIT feedback	Kirstin Jahn-Elfton, DPA/DHR Compensation Specialist
11:15-12:00	OIT-CCU-SB10-032. Identify what the bill does and how the process will work. Ask agencies for ideas on which contracts would benefit from it.	Thirza Kennedy, OIT Procurement Director

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
- Changes to OSA Forms-Larry Friedberg, State Architect or designee