

**CCIT
MEETING
AGENDA**

7/28/2010
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 Meeting must start on time – please plan accordingly.

AGENDA TOPICS

9:00-9:05	Welcome & Introduction	Kevin Edwards, OSC/CCU Mgr
9:05-9:20	8 CMS questions and DHR Form - Federal Audit, -IC Form and Issues	Joi Simpson, Statewide FLSA/FMLA Coordinator Kirsten Jahn-Eflton, DHR Compensation Specialist
9:20-10:00	(a) Legislative Reports & Department Searches → accuracy, use and feedback (b) CMS Changes → What's happening? New Test site; Process for entering Task Order Contracts (c) Removed fields data; (d) Proposed Program staff training → How to monitor and evaluate a contractor/vendor; How to work with contract/purchasing staff; (e) CMS-specific Training needs.	Brenda Lujan, OSC/ Director Office of Contract Administration
10:00-10:30	Agency Guides → CMS Use, Vendor Evaluation, and Performance Management. The process of creating internal procedures and how evaluation and monitoring is handled. A peek inside 2 agencies.	Deb Polk, CDPHE/ Contracts Performance Manager
10:30-10:45	Break	
10:45-11:15	Agency Guides → CMS Use, Vendor Evaluation, and Performance Management. The process of creating internal procedures and how evaluation and monitoring is handled. A peek inside 2 agencies.	Brian Stafford, CDLE/ Contracts Performance Manager
11:15-11:30	Open Forum-Raise any topic-	Attendees
11:30-12:00	CCU Topics & Updates: Highlights and News you can use.	Kevin Edwards (KE), OSC/CCU Mgr, Barbara Sohnen (BCS), OSC/CCU Contracts Specialist, RaLea Sluga (RAS), OSC/CCU Contracts Specialist

**Documents for this meeting include:

1. CCU Topics & Updates: Highlights and News you can use.
2. Legislative Reports – snapshot of current CMS information
3. Task Order Contracts in CMS, 7/22/2010
4. Complete Help Text for all Fields in CMS, 7/23/2010
5. Tracking Vendor Performance Form