

State and Local Government Sweatfree Consortium Interim Steering Committee

March 9, 2009, 4:10 pm-5:10 pm EST

Next meeting: Tuesday, April 7, 2009, 1 pm ET/10 am PT

Present:

Bama Athreya, International Labor Rights Forum
Colleen Gardner, State of New York
Carmen Herrera, City of San Francisco
Mike Wenzel, State of Maine
Julie Su, Asian Pacific American Legal Center
Eric Dirnbach, UNITEHERE
Roxana Dietz, State of Pennsylvania (joined at 4:45 pm)
Bjorn Claeson, SweatFree Communities (facilitator)
Victoria Kaplan, SweatFree Communities (note-taker)
Liana Foxvog, SweatFree Communities

1. Introductions

For the benefit of Mike Wenzel, Deputy Director of Division of Purchases in Maine, sitting in for Betty Lamoreau.

2. February 17th minutes

Minutes approved as written.

3. Announcements/Updates

- Sweatfree Consortium at NASPO Conference, March 22-24 in Chicago. The Sweatfree Consortium will have a booth, and SFC staff Liana Foxvog and Vicki Kaplan will be in attendance. Invitations will be sent out to procurement officials this week for a reception at our booth, 5:15 pm on Monday, March 23. Colleen and Mike will email Vicki with names of their states' attendees.
- Local updates:
 - o Conversations about legislation and/or executive orders in Wisconsin.
 - o Advisory committee forming in Madison, Wisc.; Common Council will vote this month
 - o City of Milwaukee has requested more details on the Consortium and will vote on entry level participation fee this month
 - o Possible hearing this week for a statewide bill in Minnesota.
 - o Legislative work session in Washington last week.

4. Design Decisions

- Name of Consortium
 - o Decision: Change name to Sweatfree Purchasing Consortium
 - o In the White Paper, the name Sweatfree Consortium has been used. Sweatfree Purchasing Consortium may be more descriptive.

- Procurement vs. purchasing. Procurement speaks to larger process, while purchasing happens at the end. Purchasing has better recognition for a broader audience.
- Logo
 - Decision: Move ahead with "link" in Designs 1 & 2, with some changes
 - Designs were done pro bono by professional designer with experience designing for non-profit organizations
 - Positive responses to Designs 1 and 2. Preference for font in Design 2 and colors in Design 1. Shape of "S" in Design 2 was favored over Design 1.
 - Color: Try blue-green for "Sweatfree Purchasing" and gray for "Consortium"
- Web Domain
 - Decision: www.buysweatfree.org will be the domain name for the Consortium

5. Review NASPO materials/messaging

- Half-sheet flier sketch
 - A question was raised regarding each governmental entity setting its own standards for "pre-qualified" vendors
 - Change: "pre-qualified vendors" to "list of compliant vendors"
- Sweatfree monitoring flow chart
 - Roxana developed the flow chart for her use in Pennsylvania. This will be available at the NASPO convention.
- Membership form
 - To be based on the dues structure laid out in the White Paper.
- Do we accept a donation of a banner from an apparel company?
 - Sense of the group is to not accept the donation as it conflicts with the principles outlined in White Paper.
- Message: "Join now as founding Consortium member. Founding convention to be held in fall 2009."

6. Discussion: Questions from Los Angeles

- *Pre-qualified vendors:* "There may be a problem with the idea of the "pre-qualified" list of vendors that Consortium members should choose from when planning to make a purchase. The implementation of this idea may not align with City requirements for competitive bidding or attaining the lowest available prices from responsive, responsible bidders for City purchases. The City must select those vendors with the lowest pricing of all willing vendors that are able to meet the specifications for a particular purchase and be compliant with all City social/economic contract ordinances. All organizations that feel they can meet these requirements are eligible to bid. To determine if this aspect of the proposed Consortium can meet the City requirements for competitive bidding please provide us with additional information on: how the suppliers on the proposed list will be pre-qualified, how often the list will be updated, how organizations will be identified to become pre-qualified, etc."
 - Discussion: We would like to continue discussing with Los Angeles on the phone. OK to move ahead and continue to develop details on these points.
 - "Certified" vs. "pre-qualified" – does the term matter?

- Certification implies a label on a product, which is different than what we propose to do
- “Designated” or “compliant” are other possible terms
- Are we talking about vendors, brands, or manufacturers?
- Maine: could potentially have affidavit process open to vendors that aren’t on the list of [pre-qualified] vendors. Alternatively, could also insert a sentence in the RFP requiring all bidders to be on the pre-qualified list.
- We could design a process that would allow all vendors to submit bids, with details on how those that are “pre-qualified” would be identified and reviewed as such in the bidding process. Should be designed to be workable with all members’ procurement systems without necessitating change.

7. Next meeting

- Regular meeting time will be the first Tuesdays of the month at 1 pm ET/10 am PT.
 - o Changed due to Farshid’s absence every other Monday.
- Next meeting: Tuesday, April 7, 2009, 1 pm ET/10 am PT.