

**State and Local Government Sweatfree Consortium Interim Steering Committee**  
May 30, 2007

**Present:** Bama Athreya, Diego Calvera, Rini Chakraborty, Bjorn Claeson, Eric Dirnbach, Colleen Gardner, Marc Monforte, Carmen Herrera, Curtis Topper, Betty Lamoreau

**Minutes:** Betty Lamoreau

**New steering committee member**

Marc Monforte of the Los Angeles Unified School District joined us on the 5/30/07 call.

**Minutes of 5/10/07 meeting:** Reviewed and approved by members.

**Review of Action Items from 5/10/07 meeting:**

Job description and tasks of Consortium staff person still outstanding.

**Report on NASPO Meeting:** Curtis Topper. Meeting in Newport, RI, May 14-16.

Cooperative Purchasing: NASPO has well documented, viable means of putting together a contract for use by multiple governmental entities.

The process: One member of the group, the "Lead", organizes the effort. The Lead issues the Request for Proposals (RFP), following all of its procurement laws. The RFP would contain the terms and conditions applicable to each of the members. When proposals are received, the group reviews and scores them. The Lead enters into a "Master Agreement" with the successful bidder(s), and the other group members each sign a "Participating Addendum" under the Master Agreement. The Participating Addendum includes the individual group member's specific terms and conditions.

Pennsylvania volunteered to be the Lead for the cooperative procurements of (1) sweatfree apparel and (2) an independent monitor.

**Action:**

- PA team will begin work on apparel and monitoring RFPs.
- Bjorn will provide an example of a monitoring contract.
- Diego will send a copy of LA's contract with WRC.

**Discussion of US Communities:** Marc Monforti suggested that we consider using the services of US Communities, a non-profit entity that markets established government contracts.

**Action:** Mark will have an initial discussion with US Communities, possibly to be followed up by a conference call with other members.

**Report on Upcoming Presentation at Conference of Mayors:** Wade Crowfoot. Deferred to next meeting (6/7/07).

### **Discussion of New White Paper Draft**

Discussion of the revised White Paper sent to steering committee members on May 25. Several comments suggested minor changes, but general feeling was that the revision represents a giant step toward a final document.

**Action:** Bjorn will revise document for final review.

**Consortium Timeline:** Discussion postponed until next meeting.

### **Next Meeting**

2:00 p.m. Eastern Daylight Time, Thursday, June 7, 2007.