

# ANNUAL REPORT

**Baltimore Regional Cooperative  
Purchasing Committee**

**Calendar Year 2018**



**Baltimore Regional Cooperative Purchasing Committee**

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Tel 410-732-0500 x 1007

1500 Whetstone Way, Suite 300  
Baltimore, Maryland 21230

[www.baltometro.org](http://www.baltometro.org)  
[dgroat@baltometro.org](mailto:dgroat@baltometro.org)

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“The more you put in, the more you get out.”

## TO OUR MEMBERS

The Baltimore Regional Cooperative Purchasing Committee (BRCPC) was established in the 1960s for the sole purpose of aggregating like requirements for better pricing through economies of scale. During that time, there were few options for cooperative alternatives. Today’s environment, aided with the speed of technology, is rich with cooperative contracts and the opportunities that go along with them.

Participation in BRCPC today, allows members to share the value added services to meet their ever changing needs. Beyond the cooperative purchasing design, members receive training forums, information exchanges, peer networking, and more. *The more you put in, the more you get out.*

The BRCPC also works with the Metropolitan Council of Governments’ Chief Procurement Officers Committee to aggregate multi-regional cooperative opportunities, commonly referred to as the Mid-Atlantic Purchasing Team (MAPT) covering the Maryland, Northern Virginia, and Washington D.C. regions.

Together we can support each other as we face the procurement challenges that are before us as we pursue solutions for cooperative procurements, recruitment, sustainability, due diligence practices, changing landscapes – such as “marketplaces”, emergency preparedness compliant contracting, and bringing procurement to the table, to name a few.

I look forward to working with you in 2019 to reshape BRCPC’s goals and bolstering your resources.

Deborah Groat  
Coordinator of Cooperative Purchasing  
Baltimore Regional Cooperative Purchasing Committee

## STRATEGIC PLAN

The Baltimore Regional Cooperative Purchasing Committee (BRCPC) provides a service by ***Building Trust; Building Knowledge, and Building Volume:***

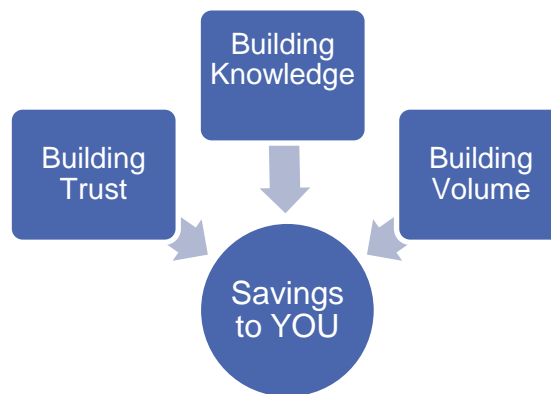
1. Facilitating the opportunity for the membership to meet and collaborate on purchasing topics for like requirements with the intention of sharing information and driving costs down through the economies of scale.

2. Offering training opportunities for procurement and operational staff to learn about certain industries, supply chain practices, and other important information that will improve upon a cooperative procurement opportunity.
3. Function as a steering house where information is exchanged freely between members of the Metropolitan Washington Council of Governments' Chief Procurement Officers Committee (CPOC), and BRCPC.
4. Promote the cooperative opportunities available through the Mid-Atlantic Purchasing Team (MAPT) that intends to maximize the economies of scale for both CPOC and BRCPC covering the Maryland, Northern Virginia, and Washington D.C. regions.

*The Baltimore Metropolitan Council's Board encourages these efforts*

*The Coordinator of Cooperative Purchasing is hired to facilitate these efforts*

*The Members fulfill these efforts by leading and collaborating on target procurements*



On October 9, a retreat was hosted at the Maritime Conference Center in Linthicum Heights, MD to refocus the goals and objectives of BRCPC. Ten members attended the conversation led by Anne Arundel Community College's representative Sheila Lee who led the members through an exploratory SWOT Analysis of the committee. The December 11 meeting of BRCPC solidified some of the tangible results for 2019 activities. The major change recommended by the committee was for the Coordinator to begin participating in *forecasting assistance* for new cooperative opportunities and contracts that are required to be rebid.

## THE WORK

**B**RCPC has developed a structure that has three active subcommittees, namely the Education, Energy Board, and Public Works. These groups meet regularly to discuss their similar requirements and where they are able to maximize the economies of scale.

The following contracts are managed by committee:

<b>Education</b>	<b>Energy Board</b>	<b>Public Works</b>
Athletic Clothing	Energy Consultant	Bulk Chemicals
Athletic Trainers	Electricity	Batteries, Vehicular
Classroom Supplies	Natural Gas	Cold Mix, High Performance
Bleacher Inspection Scvs.	SREC Compliance	Cold Water Meters
Bus Services, Chartered	Demand Response	Corrugated Pipe
Calculators, Texas Instruments		Debris Removal Services
Cardboard Boxes		Drone Services
Catalog Discounts for Materials of Instruction		Fencing Scvs, On-Call
Elevator Repair Services		Fire Extinguisher Maintenance
Filters, HVAC		Fire Hydrants/Meter Boxes
Fire Alarm Services		Fire Sprinkler Systems
Fitness Equipment, Commercial		Fuels, Gasoline & Diesel
Floor Care Machines		Generator Maintenance
Football Helmet Reconditioning		Glass Beads
Grass Seed		Guardrail Scvs
Green Roof Maintenance		Job Order Contracting
Heating Oil, #2		Lamps, Large & Specialty

<b>Education</b>	<b>Energy Board</b>	<b>Public Works</b>
Ice Cream		Masonry Scvs, On-Call
IT Staff Scvs		Moving Scvs
IT Infrastructure Penetration Testing Scvs		OEM Parts & Services, Light Duty
Mats, Wrestling & Cheerleading		OEM Parts & Services, Heavy Duty
MD K12 Digital Library		OEM Parts & Services, Equipment
Modular Classrooms, Purchase		Oil Tank Cleaning
Modular Classrooms, Lease		Painting Scvs, On-Call
OT/PT/Speech Therapy Scvs		Paving, Bit. Concrete, On-Call
Promotional Items		Paving, Patchwork, On- Call
Refrigeration Equipment Maintenance		Procurement Cards
Sand, Ball Diamond Mix		Pump & Motor Maintenance
Scantron Testing Forms		Snow Plow Blades
Sprinkler System Maintenance		Tire Repair Scvs
Uniforms		Tires
Water Testing Services		Traffic Paint
		Traffic Sign Blanks
		Traffic Signs, Standard
		Traffic Signal Construction
		Translation Services
		Translation Services, 911 Center

<b>Education</b>	<b>Energy Board</b>	<b>Public Works</b>
		Transmission Supplies, Auto
		Used Oil & Antifreeze Collection & Disposal
		Water & Sewer Construction, On-Call



**MAPT, STATE OR OTHER SHARED CONTRACTS**

*This super region including Maryland, Northern Virginia and Washington D.C., ideally situated with exceptional purchasing volume, strong logistical network, and density that allows for shorter driving distances between deliveries. In 2009, these regions signed an agreement to work together to aggregate their buying power for best value opportunities. This relationship is called The Mid Atlantic Purchasing Team (MAPT).*

- Bottled Water
- Agenda Books
- Audio Visual Equipment
- Call Center Software
- Copiers
- E-Cycling Services
- Energy Management Control Systems
- Furniture
- Ice Melter
- Inmate Pay Phone Services
- Laboratory Supplies & Reagents
- Medical Supplies
- MRO Supplies
- Next Generation 911
- Office Supplies
- Paper, Bulk
- Photography, Student
- Printers, 3D
- Professional Development Training
- Radiation Detection Equipment
- Refrigeration Equipment
- Rifle Plates
- Software, Commercial Off the Shelf
- Subscriber Radios
- Technology Training Services

## NOTES TO THE WORK

### ENERGY BOARD

The Energy Board continues to be a great example of efficient and innovative government and we're happy to be a big part of this success. While many know that there are 23 members in the Energy Board that have their electric and natural gas requirements purchased in the wholesale market, many may not know that several other entities participate in the cooperative procurements for their energy requirements. Specifically, participants beyond the 23 members include:

- ESMEC Energy Trust has 28 members – Value \$9.7M
- Montgomery County Public Schools – Value \$16.9M
- Frederick Area COOP Team – Value \$7.0M

The gross worth of the BRCPC Energy Board is approximately \$143M for electric and natural gas commodities.

The Energy Board, comprising all participating parties, is the largest BGE customer!



The BRCPC Energy Board's primary focus is the oversight of the energy cost management and procurement programs for both electric and natural gas supply portfolios. This includes receiving and assessing energy market developments including renewable energy on an ongoing basis. The combined portfolios represented an annual spend of \$108.8 million for fiscal year 2018.

The fiscal year 2018 electric supply portfolio rates came in at 8.7% below plan for a favorable rate based budget variance of \$9.2 million. The favorable variance was driven by continued historically low spot market energy prices as the portfolio purchases approximately 20% of its energy on the spot market, lower prices for Maryland regulatory renewable requirements and lower than expected grid ancillary costs. Low energy prices were driven by:

- Continued low and stable natural gas prices resulting from increased domestic natural gas production from fracked gas. Natural gas is the primary marginal price driver for electricity.



- Flat electric demand attributed to economic conditions, energy efficiency and conservation projects, demand response programs, and expansion of wind and solar renewable projects.
- Improved grid reliability from policies/programs implemented by the regional grid operator PJM. These programs reduced the reliance on older more costly generation units during periods of high demand.

When compared to the local electric utility's (BGE) standard offer service (SOS) rates alternative during FY18 for non-hourly priced accounts, the electric portfolio saved \$5.4 million. Since the electric portfolio's inception (June 2006) through June 30, 2018, the portfolio has generated savings of \$153.4 million when compared to BGE's non-hourly priced SOS rates. The current electric portfolio consists of 1.62 million annual Mega-Watt hours for approximately 3,600 accounts.

In October of 2017, a new supplier billing methodology was implemented for electric supply charges to member entity accounts for the remainder of FY18 and beyond. Referred to as "bifurcated billing" members now receive separate line item charges for capacity costs, which are summer peak load driven (KW), which in addition to energy costs, are total usage driven (kWh). Not only does this more accurately reflect the costs incurred by member accounts, it provides a more transparent vehicle for members to realize cost savings through active summer peak load management.

The FY18 natural gas portfolio rates came in at 7.7% below plan (\$1.07 million rate based favorable variance). This was driven by the lower natural gas commodity prices noted above and lower interstate natural gas pipeline capacity costs.

BRCPC's energy consultant, Enel X (EnerNOC Inc. changed its name to Enel X North America Inc. effective October 1, 2018) assisted three members in the implementation of the accounting and billing set up for a 12 MW solar net aggregation net metering project that became operational in July 2018. Assistance included electric account selection tied to the project, supply strategy, account enrollment and accounting and billing flow.

Some of the BRCPC energy program participants continue to participate in PJM's demand response program. Under this program members receive cash payments in exchange for agreeing to reduce electric demand during grid emergencies. The rules surrounding the program continue to evolve and change, and BRCPC continues to assist the members with the program through its energy consultant, Enel X.

## TRAINING

Each year, membership identifies areas that their staff require training. These topics are included in the annual Purchasing Month Procurement Training held in March, and other training opportunities offered based on current events and needs. The following training opportunities were offered this year:

- Purchasing Month Procurement Training – March
- Sustainable Purchasing Forum and Vendor Exposition - September
- Meet the Primes – Reverse Trade Show – October
- Drone Forum - December

## SUSTAINABLE PURCHASING FORUM AND VENDOR EXPOSITION

The Forum was held on September 25 and was attended by more than 80 registrants, and 30 sustainable vendors. Michael Kelly, Executive Director of the Baltimore Metropolitan Council offered welcoming remarks and set the stage for an information packed day. The goal of the forum was to provide important information to further regional sustainability goals, and to connect requirements with products that work.

The lineup of presenters included:

- Andrew Cassilly, Resource Conservation Mgr. – Harford County Public Schools
- Beth Martin, Environmental Scientist – United States Army
- Brie Weizer, Environmental Scientist and Product Mgr. – Green Seal
- Doug Weisburger, Manager Green Business Cert. Program – Montgomery Co.
- Josh Jacobs, Director – Underwriters Laboratory Environment
- Leah Boggs, Senior Environmental Planner - MWCOG
- Michael Yambrach Capital Project Manager – Montgomery County
- Noel Chesser, Principal Energy Advisor – EnerNOC
- Rick Konrad, Contracts and Purchasing Mgr. - MWCOG
- Ted Atwood, Chief, Office of Sustainable Energy – City of Baltimore

Based upon the experiences and best practices of the presenters, attendees walked away with a better understanding of how they can make sustainability work in their governmental entity, resources to make that happen, and vendors that can contribute to their sustainable initiatives.

## NETWORKING THE MESSAGE

Facilitating the cooperative purchasing plan includes reaching out in other networks to communicate a strong understanding of the possibilities available with collaborative efforts. In addition, these networks allow for mining of information that is important to

inform membership about emerging requirements and trends. The coordinator serves as follows:

- Chair of the Maryland Public Purchasing Associations' Cooperative Purchasing Committee,
- Member of the State of Maryland's Green Procurement Committee,
- Member of the Association of School Business Officials' Professional Development Committee,
- Participate in the Baltimore Urban Area Security Initiative Committee,
- Collaborate with the Public Safety Access Point Directors,
- Collaborate with the Maryland Association of Counties,
- Collaborate with the Metropolitan Washington Council of Governments, and
- Co-sponsor the Meet the Primes event communicating regional opportunities to minority and small businesses.

Other networking activities include:

Published a quarterly article in the Maryland Public Purchasing's publication, The Fine Print. <https://www.mppainc.org/insidepages/newsletters/>.

Hosted the University of Maryland College Park, Employer of the Day event on October 3, to spread the message for our membership with students in the Robert Smith School of Business that local government is a good employer.

## HGAC

**B**RCPD has a relationship with the Houston Galveston Consortium (HGAC) to purchase certain heavy equipment and playground equipment. In 2018, there were more than \$10M in purchases for this equipment. This is highly technical equipment, such as fire trucks. BRCPC members benefit from HGAC's technical expertise that is nationally recognized, and the commission sharing agreement that supports certain BRCPC activities, such as training and the Meet the Primes event.

## TOOLS

**T**he Baltimore Metropolitan Council recently purchased subscriptions:

IBIS World – product that provides industry researched data about products, supply chain and important pricing information. Currently, this tool is being used when we need product, industry and vendor information on a particular requirement. The Coordinator will provide product specific reports to the lead agency's buyer when

they are issuing a BRCPC bid/proposal. A more informed buyer will produce a better procurement and lower costs.

<https://www.ibisworld.com/about/>

Smart Procure – product that provides a database of public sector purchase order records so we can analyze our spending history by product, vendor and price. This tool is used to:

1. Find public sector cooperative purchasing partners because we know who is purchasing the products we need;
2. Find vendors who are working in our region; and
3. Provides actual unit price information for benchmarking.

<https://www.smartprocure.us/>



*Savings in money, time, exchange of best practices, and more*

## GRANT ACTIVITY

- 1.1 **Maryland Food Center Authority, Farm to School Planning Grant** initiative seeks to engage Maryland school system on farm to school efforts, determine supply chain challenges and develop solutions, and improve programming to encourage changes in consumption and year round use of locally produced fresh foods. Chair: Jimmy Shue, [jshue@acds-llc.com](mailto:jshue@acds-llc.com)
- 1.2 **Regional Food Systems Value Chain** initiative seeks to bring the local farmer and their products to the public sector market, of which the largest market is public education. This requires capacity, communication and participation with the result being a stronger local farming economy. Chair: Lindsay Smith, [lsmith@mwkog.org](mailto:lsmith@mwkog.org)
- 1.3 **U.S. Department of Homeland Security 15STC117-02** develops regional contracts for equipment and supplies needed in the event of a radiation based attack. Chair: Jayme Hardy, [jhardy@mwkog.org](mailto:jhardy@mwkog.org)



METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS  
777 North Capitol Street, N.E., Suite 300 Washington, D.C. 20002-4239  
Telephone (202) 962-3200 TDD (202) 962-3213 Fax (202) 962-3201 Internet:  
[www.mwkog.org](http://www.mwkog.org)

## OUTREACH ACTIVITY

The Baltimore Metropolitan Council (BMC) and Baltimore County hosted the ninth annual Meet the Primes networking event, which connects small and minority-owned businesses with prime contract bidders, on **Wednesday, October 17**. The event took place from **8 a.m. until noon** at the Maryland State Fairgrounds in the Exhibition Hall, located at 2200 York Road in Timonium. Vendor training occurs on an appointment basis and serves to get suppliers acquainted with selling in both our member region and affiliate regions. Industry data is exchanged, as well as, contractual opportunities through BRCPC.

**PURCHASING AGENT CONTACT INFORMATION *FOR OUR PARTICIPATING MEMBERS***

Anne Arundel County

Andrew Hime, CPSM

MaryJo Childs, Esq., CPPO, CPCM      Anne Arundel County Public Schools

Melanie Scherer, CPPO, CPCM      Anne Arundel Community College

City of Annapolis

Brian Snyder, CPPO

City of Baltimore

Erin Sher, Esq.

Jeff Parker      Baltimore City Public Schools

Drexal Paulk, MBA, CPPO, CPPB      Baltimore City Community College

Baltimore County

Rosetta Butler, CPPB

Melanie Webster, CPPB      Baltimore County Public Schools

Mallela Ralliford      Community College of Baltimore County

Carroll County

Mike Myers, CPPO, CPPB

Harford County

Karen Myers, CPPB

Bobbie Tolston-Wilkerson CPPO, CPPB Harford County Public Schools

Kelly Ryan, CPPO      Harford Community College

Howard County

Dean Hof

Douglas Pindell, CPPO

Howard County Public Schools System

Domonic Cusimano, Esq.

Howard Community College

Queen Anne's County

Shannon Short

Jacey Earls

Queen Anne's County Public Schools

State of Maryland

Eric Lomboy

Department of General Services

**Baltimore Regional Cooperative Purchasing Committee**

**Coordinator, Deborah Groat, C.P.M., CPPB, ACG**

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