



*Call Report issued by Debbie Groat*

4/7/20	Debbie Groat
	<b>Education COVID19 Workgroup</b>
	Lisa McDonald, Kerri Koopman, Susan Phillips, Dom Cusimano, Monique Rolls, CeCe Clement, Mark Miller, Marie Ash, & Marianne Cox

**DISCUSSION**

Main point of discussion was to share information on COVID19 operations, disruptions and supply chain demands:

- a. Lisa McDonald (State of MD) stressed the importance of placing your orders with MEMA through your internal emergency management contact person. Supplies are coming into that warehouse and their order size is large enough to garner the attention of suppliers. Local entities need to arrange their own pickup from this warehouse.
- b. Kerri Koopman (Frederick CPS) is in good shape for supplies. They have been concentrating on their technology requirements. They are using ProcureNow for their online procurement tool. Zoom has been blocked in favor of using Microsoft Meetings and Skype.
- c. Susan Phillips (Caroline CPS) is ok and focusing on tools for online bidding
- d. Dom Cusimano (Howard CC) is using a generic procurement email box for bids. Noted that they are starting to receive employee requests for supplies to be sent to their homes. They are only allowing essential supplies as approved by procurement personnel.
  - CeCe shared that Office Depot has set up pre-approved home addresses for shipment.
  - Mark Miller and Marie Ash shared that W.B. Mason is setting up pre-approved home addresses for shipment under a single PCard that is controlled by Marie. Employees place orders under a work-flow procedure that allows Marie to see the request and approve/disapprove/edit. This is mainly accommodated for their bookkeepers.
  - Marianne Cox said that they are not sending supplies to homes but they can be picked up from school sites with community food distribution centers.
- e. CeCe Clement (Howard CPS) stated that they are searching for online bidding tools and appreciated the comments already shared. They are finding the decision to bid construction challenging with the uncertain end date for COVID19 restrictions.
  - Kerri shared that they use Good Meets and are soon to go live with ProcureNow. CeCe shared that paper masks are on order and expected to be delivered soon. They donated all of their healthcare supplies to the County Health Department.
- f. Mark Miller shared that they are sending packets to the schools via the community food distribution program that provides for internet access for students that do not currently have access. Microsoft Teams is being used for distance learning. They are automating their purchase order system under the current provider. They recently opened a bid in

the parking lot that was (fortunately) attended by only a few. Beginning to use SharePoint for bid submission.

- g. Marie Ash shared that Hershey Ice Cream (not their current provider) offered to delivery ice cream for free if they wanted to buy the ice cream for community distribution. They did that and recommend it to others.

**Action Items:**

1. Marie Ash will share the Hershey Ice Cream representative name for distribution by Debbie.