


ISC Meeting Minutes

Date: February 10, 2016

Time: 1:30 p.m.

Location: DTI – ERP 8th Floor
Conference Room

P Peter Ambs COA, Dept. of Technology & Innovation (DTI)	P Stephanie Yara City Council	P Tim Skelton COA, Planning	p Dave Mathews COA, Cultural Services Dept. <i>(Attended Via Telecom phone)</i>
A John Keck Workers' Compensation Administration	A Dr. Laurie Schatzberg UNM	P Jared Quintana Air Force Research Laboratory (AFRL)	

WHAT	WHO	TIME	AGENDUM
Announcements			Next meeting scheduled March 9, 2016
Call to order	Andre O'Brien	1:32 p.m.	
Roll Call	Sylvia		There was a quorum.
Review and Approve Agendum	Andre O'Brien	1	Tim Skelton made a motion to approve the agenda. Second by Stephanie Yara. Motion carried unanimously.
Review and Approve Minutes from Previous ISC Meeting	Andre O'Brien	1	<p>Last meeting held December 9, 2015 January 13, 2016 meeting cancelled.</p> <div style="text-align: center;">  ISC Minutes 12-09-15.pdf </div> <p>Stephanie Yara made a motion to approve the December 9, 2015 Meeting Minutes; second by Tim Skelton. Motion carried unanimously.</p>
Public Comment			
ISC Actions	All	22	<p>Procurement service integration system. (Elaine Sacoman) \$84,500.00. The DFAS Purchasing Division requests to procure software as a service solution from Trancepta, Global Solution, which is the only Oracle validated procurement service integration system. The SaaS is a procure-to-pay network solution, an electronic data interchange (EDI) that will enable the City and its suppliers to exchange procurement documents via Trancepta's network supplier hub.</p> <p>The SaaS will move the city from its current outdated paper-based exchange of purchasing documents to its suppliers through an electronic middleware supplier network hub system. Trancepta will receive an inbound file from the PeopleSoft ERP Purchasing module, and deliver purchase orders to suppliers via their preferred delivery method. In turn, the City will receive inbound invoices, purchase order acknowledgements and advance shipping notices from the City's suppliers. Trancepta will process these documents to resolve them into a common format, and feed the resulting common format into the City's ERP system. Once in PeopleSoft, the invoice data documents will be automatically imported into PeopleSoft staging tables for further downstream invoice processing via the Voucher build process. Additionally, supplier invoice image files will be imported and made referenceable via the PeopleSoft voucher pages.</p>

			<p>The SaaS will eliminate the manual processes involved in the management of paper documents and will greatly improve AP's invoice processing and payment timeline, enhance supplier relationships and reduce the risk of lowered bond ratings due to late payments and leverage supplier discounts. It will also provide a portal for suppliers to check document processing and payment status to quickly obtain the payment status of invoices.</p> <p>The initial cost associated with this acquisition includes a \$6,500.00 one-time set-up fee, which encompasses providing all supplier enablement tasks and a monthly fee of \$6,500.00 per month per 500 on-boarded suppliers. Should the City discover the requirement to add additional suppliers, the monthly fee will nominally increase per 500 additional suppliers.</p> <p>Motion to commence discussion by Tim Skelton; second by Stephanie Yara. Tom Pino, Peter Taichert, and Ramona Martinez discussed the effectiveness Transcepta would have with the City of Albuquerque process, and answered question from the Committee.</p> <p>Call to question by Peter Ambs. Motion to commence by Stephanie Yara, second by Tim Skelton. Motion carried unanimously.</p> <p><u>Balloon Museum - Ideum Interactives (Dave Mathews)</u>, \$105,525.00. Creative development, software and hardware of two (2) touch screen computer interactive exhibits for the Balloon Museum's STEM-based initiative, The Weather Lab. The interactives are being designed by Ideum, a Corrales-based company that has sole source rights to the product. Ideum specializes in high-end computer-based museum exhibits, writes the software and builds the hardware for these exhibits. The quote is broken down by the two interactives. There are some in-kind costs being provided by the museum, which are listed within the quote document and reflected in the overall project cost. The Weather Lab is a STEM-based initiative that will serve as part of an overall strategy toward gaining accreditation for the Balloon Museum. The interactives are a major component of the entire exhibit, and will provide high-quality, hands-on experiences for visitors to The Weather Lab, which will be opened within the next 12 months.</p> <p>Motion to commence discussion by Tim Skelton; second by Stephanie Yara. Dave Mathews begins discussion, and turn over the discussion to Visitor John Mark Collins with IDEUM, to discuss the purchase request item and answered questions from the Committee. Call to question by Peter Ambs. Motion carried unanimously.</p>
<p>Standard Equipment over \$25K Approved by the IT Services Manager</p>			<ul style="list-style-type: none"> • <u>APD - Exchange Zone/Substation Camera Project</u>, \$108,521.37. For entire project, the following items will be purchased (breakdown for each substation on attached SOW/quote) FIXED VERIFOCAL CAMERAS PTZ CAMERAS FOR OUTDOOR AREA 60 WATT ULTRA POWER OVER ETHERNET INJECTORS WALL MOUNT KITS WALL MOUNT ARM KITS WALL MOUNT KITS WITH ARM AND PENDANT HOUSING NVR DEVICES, 8 CHANNEL, 4 TB CAT 6 CABLING MATERIALS, HOOKS, ETC 3 YR WARRANTY

			<ul style="list-style-type: none"> • <u>Oracle Encryption</u>, \$292,316.48. Encrypt the Oracle databases that have PII data and use data masking for non-production environments • <u>APD - Surface Pro 3</u>, \$88,665.82. 22 SURFACE PRO 3, WITH BLACK TOUGH COVERS, KEYBOARDS AND WARRANTY (FOR COMM CENTER) 40 SURFACE PRO 3 WITH KEYBOARDS AND WARRANTY (FOR APD USE) • <u>FCS Personnel Copier</u>, \$26,923.80. Konica Minolta copier lease agreement for FCS Personnel/Payroll division • <u>Network Switch for Triangle Substation</u>, \$27,600.00. 1 KONICA MINOLTA C745e PRINTER WITH 2/3 HOLE PUNCH KIT AND HARD DRIVE DESTRUCTION KIT. • <u>KiMo Theatre PSC lease</u>, \$25,938.00. Five (5) year lease for a Konica Minolta C654e printer/scanner/copier. Monthly cost \$432.30 (\$25,938) • <u>Armory - Educational Building Infrastructure</u>, \$42,244.4. COA - Renovations to the Education Building Armory • <u>Camera Trailer for RTCC</u>, \$48,708.38. COA - Renovations to the Education Building Armory. • <u>Armory Security System</u>, \$31,674.57. SCI will provide and install access control addition to the existing City Ccure system at Armory. • <u>XEROX MultiFunction Printer</u>, \$88,662.60. Lease XEROX MFP Printers/Fax/Copier devices for five years.
Review IS Requests over \$25K			
Review and Approval of Policies	All		
New Business		0	
Large Project Status			
Problems, Warnings, Situational Awareness, Saved Rounds?	All		
Action Items		0	
Total Time		24 Min.	Motion to adjourn by Peter Ambs; second by Stephanie Yara. Meeting adjourned at 1:53 p.m.