



## NHGFOA COOPERATIVE PURCHASING & PROCUREMENT COMMITTEE

Meeting Type: Quarterly Meeting  
Meeting Location: Virtual - Zoom  
Meeting Date: Tuesday, January 10, 2023  
Meeting Time: 9:00 AM

### AGENDA

1. Welcome and Introductions
2. Acceptance / Approval of October 11, 2022 meeting minutes
3. Presentation:
  - a. Presentation: Comprehensive Market Analysis – Supply Chain Shortages Affecting Daily Business for the Public Sector (Nov. 2022) – Gary Lunetta, Director – State of New Hampshire Procurement and Support Services
4. Old Business:
  - a. NHGFOA Cooperative Purchasing & Procurement Subcommittee Co-chair nominations
5. New Business:
  - a. Purchasing and Procurement Policies:
    - i. NIGP Global Best Practices
      - 1) Developing a Procurement Policy Manual
      - 2) Ethical Procurement
      - 3) Contract Administration & Closeout
      - 4) Federal Emergency Management Compliance
      - 5) Protests
      - 6) Transparency in Public Procurement
    - ii. City of Concord NH
      - 1) Code of Ordinance Chapter 31
      - 2) Internal Policies
        - a. Code of Ethics
        - b. Contract Administration
        - c. Protest Policy and Procedure
        - d. Federal Award Standards
        - e. Indemnification and Insurance
6. Other Business:
  - a. Cooperative Purchasing Opportunities?
7. Schedule for Future Zoom Meetings:

Tuesday, April 11, 2023  
Tuesday, July 11, 2023  
Tuesday, October 10, 2023

City of Concord New Hampshire is inviting you to a scheduled Zoom meeting.

Topic: NHGFOA Cooperative Purchasing & Procurement Committee

Time: Jan 10, 2023 09:00 AM Eastern Time (US and Canada)

Monthly Calendar Link:

[https://us02web.zoom.us/join/88257663310?pwd=amVnSnFPRWJuQ3pUcmRKb1JsMXFUZz09rD4tHNKWsxiHRpw-AI\\_4KO7wpmZeifpsjgfjAh8BcBTgY-ZNPKJtHI3B](https://us02web.zoom.us/join/88257663310?pwd=amVnSnFPRWJuQ3pUcmRKb1JsMXFUZz09rD4tHNKWsxiHRpw-AI_4KO7wpmZeifpsjgfjAh8BcBTgY-ZNPKJtHI3B)

Join Zoom Meeting

<https://us02web.zoom.us/j/88257663310?pwd=amVnSnFPRWJuQ3pUcmRKb1JsMXFUZz09>

Meeting ID: 882 5766 3310

Passcode: 799027

One tap mobile

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Dial by your location

+1 929 205 6099 US (New York)

877 853 5257 US Toll-free

888 475 4499 US Toll-free

833 548 0276 US Toll-free

833 548 0282 US Toll-free

Meeting ID: 882 5766 3310



## NHGFOA COOPERATIVE PURCHASING & PROCUREMENT COMMITTEE MEETING MINUTES

Meeting Type: Quarterly Meeting  
Meeting Location: Virtual - Webex  
Meeting Date: **Tuesday, January 10, 2023**  
Meeting Time: **9:00 am**

PRESENT: Tina Waterman, Jesse Boisvert, Kelly Crate, Bridie O'Brien, Gina Roy, Kirk McGonigle, Kathleen Cragin, Don Mathews

### **WELCOMING/MEETING CALLED TO ORDER/APPROVAL OF OCTOBER 11, 2022 MEETING MINUTES**

#### **Presentation:**

1. Equalis Group – Kirk McGonigle, Northeast Regional Director.

Mr. McGonigle presented a PowerPoint slide deck while discussing the benefits of being a member of the Equalis Group Cooperative. Q&A followed the presentation.

#### **Old Business:**

1. NHGFOA Subcommittee Co-chair nominations  
Ms. Waterman reminded attendees that the co-chair position is vacant.

#### **Other Business:**

1. Cooperative Purchasing Opportunities?  
Ms. Waterman addressed the group regarding potential cooperative purchasing opportunities and asked for feedback.

#### **New Business:**

1. None

Scheduled future meetings:  
Tuesday, January 10, 2023

#### **ADJOURN**