

**Procurement Standards Board
Minutes
Wednesday October 30, 2013**

Members attending: Mr. Richard Riebeling, Chair, Mr. Saul Solomon, Ms. Shannone Raybone, and Ms. Cynthia Croom.

Others present included: Mr. Jeff Gossage, Procurement Division; Mr. Jeff Roberts, Procurement Division; Ted Morrissey, Legal; Mr. Fred Adom, Office of Financial Accountability; Ms. Michelle Lane, Minority & Small Business; Ms. Angela Doss, Procurement Division; Mr. Ed Henely, Convention Center; Ms. Roxianne Bethune, Convention Center.

Chairman Riebeling called the meeting to order.

Mr. Riebeling called for a motion and vote for the approval of the last meeting minutes. It was so moved and accepted.

Procurement Standards Overview-Mr. Jeff Gossage

Mr. Gossage explained the changes in the Small Business Office and the Purchasing Group. He indicated that the Purchasing team is now more technically savvy and more highly educated than in the past. These credentials support the increases seen in savings departments have seen in savings for their budgets. The team is more aggressive and intentional for the departments.

A proposed change to the Regulations related to the Selection of Investment Managers was shared as information only. The PSB will consider the change at the next meeting.

Mr. Gossage stated that iProcurement system is working properly. We are surveying our internal clients and as well our external clients to see if there are any changes that need to be made in the system. A cross functional team is looking at the entire procurement process. Ms. Croom requested that MAC and Grant departments be included. Mr. Solomon asked about who would be making these changes and it was reported that any possible change would come first to the PSB.

Procurement Performance Measurements- Mr. Jeff Roberts

Mr. Roberts presented the Board with the reported savings by the Procurement Division. Mr. Roberts gave an overview of how savings are measured at three levels historical, budget and negotiated which total of \$17,724,854. There was historical savings for first quarter FY14 in the amount of **\$3,750,468**. Budgeted savings for first quarter was **\$8,106,759** and the Negotiated saving for first quarter was **\$5,867,627**. Mr. Roberts also presented the 2014 FY14 First Quarter Workload Metrics, 15 RFPs completed, 71 ITBs completed, and 33 Contract Amendments completed.

Small Business Utilization Report – Ms. Michelle Lane

Ms. Lane reviewed the reports submitted to the Board on utilization. The Disadvantaged Business report for the 3rd quarter of FY 13 which shows a 6.8% MWBE participation and 28.4% SBE participation for a total SMWBE percent of 35.2%.

Small Business Utilization Report for Convention Center and Omni Hotel – Ms. Roxianne Bethune

The DBE Participation Project to Date as of September, 2013.

Minority Owned Businesses had 3.7%

Women Owned Business had 5.50%

Small Business Enterprise had 1.39%

Total DBE Participation of 10.59%

Metro Prompt Pay Reports – Mr. Fred Adom

Mr. Fred Adom reviewed the reports submitted to the Board on Prompt Pay. Overall average day late Metro's average for first quarter was 10.5 days. School average day's late payment was 7.9 days. Convention Center had the latest payments for this quarter.

No additional questions were asked from the board

Next Meeting Date- January 29, 2014

Adjournment – Mr. Richard Riebeling, Chairman

Chairman Riebeling moved that the meeting be adjourned received a second and the meeting was adjourned.

Respectfully submitted,

Angela Doss
Secretary to the Board

APPROVED:

Richard M. Riebeling, Board Chair