

**Procurement Standards Board**  
**Minutes**  
**Wednesday July 30, 2014**

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

Others present included: Mr. Jeff Gossage, Procurement Division; Mr. Rick Brown, Contract and Purchasing Office; Ms. Nicki Eke, Department of Law; Ms. Michelle Lane, Business Assistance Office; Ms. Jerval Watson, Business Assistance Office; Ms. Angela Doss, Procurement Division;

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 reviewed the Prompt Pay reports submitted to the Board by the Office of Financial Accountability. Overall average day late Metro's average for first quarter was 8 days. School average day's late payment was 5 days. The Metro Council had the latest payments for this quarter.

Mr. Gossage explained that Procurement Division is almost completely staff with the exception of 2 vacant positions remaining to be filled.

**Procurement Performance Measurements- Mr. Rick Brown**

Mr. Brown presented the Board with the reported savings by the Procurement Division. Mr. Brown gave an overview of historical savings for fourth quarter FY14 in the amount of **\$10,761,810**. Mr. Brown also presented the 2014 FY14 Third Quarter Workload Metrics, 18 RFPs completed, 92 ITBs completed, and 23 Contract Amendments completed. Mr. Brown also presented the 2014 FY14 Workload Metrics, 76 RFPs completed, 348 ITBs completed, and 117 Contract Amendments completed. Mr. Brown also explained the overview of historical savings for FY14 in the amount of **\$39,157,857**.

Mr. Gossage explained that we have a series of contracts that are expiring but that the turnaround time for replacement contracts is considerably faster, half the time experienced in FY12.

Mr. Riebeling asked if the Sole Source purchases are slowing down because of the requiring to the Metro Council for approval. Procurement reported that it has seen the number of requests remaining about the same but when presented with the requirement for Council approval, departments are allowing them to be competed.

Mr. Solomon asked for a breakdown of savings. Mr. Brown explained that historical savings are actual hard dollars, a comparison of new contract prices to the expired contract prices. We also monitor cost avoidance and negotiation savings. These will be provided on future reports.

**Small Business & Service Disabled Veteran-owned Business and the Minority-owned & Woman-owned Business Utilization Reports – Ms. Michelle Lane**

Ms. Lane reviewed the reports submitted to the Board on utilization. The Disadvantaged Business report for the 4<sup>th</sup> quarter of FY 14 for a total SMWBE percent of 6.25%. For the FY14 Annual total for SMWBE is 7.8%.

No additional questions were asked from the board

Next Meeting Date- October 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,

APPROVED:

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Angela Doss  
Secretary to the Board

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Richard M. Riebeling  
Board Chair