

**Procurement Standards Board
Minutes
Wednesday October 29, 2014**

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

Others present: Mr. Jeff Gossage, Procurement Division; Nicki Eke, Department of Law; Ms. Michelle Lane, Procurement Division; Ms. Jerval Watson, Procurement Division; Ms. Angela Doss, Procurement Division; Ms. Jasmine Quattlebaum, Convention Center Authority;

Chairman Riebeling called the meeting to order.

Mr. Riebeling entertained an approval of the last meeting's minutes. They were approved unanimously.

Procurement Standards Overview-Mr. Jeff Gossage

Mr. Gossage stated that the Procurement Division added Scott Ghee who will work with Starla Friedmann to train and support suppliers and new internal users of iSupplier and iProcurement. Also recognized was the addition of LaQuita Bell to assist Sandra Gray on contract amendments, contract publishing, and contract announcements to departments, a long standing departmental request.

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 the 1st quarter was 7 days. Schools average late payment was 7 days.

Procurement Performance Measurements- Mr. Jeff Gossage

In the absence of Mr. Rick Brown, Mr. Gossage presented the Board with the reported savings by the Procurement Division. He also gave an overview of how savings are measured at three levels: Historical Savings, Budget Savings, and Negotiated Savings. The Historical Savings for 1st Quarter FY 15 totaled **\$980,893**. Budgeted Savings for 1st quarter was **\$9,011,098** and the Negotiated Saving for 1st quarter was **\$523,367**. He also presented the 2015 FY Workload Metrics, 22 RFPs completed, 79 ITBs completed, and 29 Contract Amendments completed.

Minority-owned, Woman-owned, Service Disabled Veteran-owned and Small Business Utilization Report – Ms. Michelle Lane

Ms. Michelle Lane reviewed the reports submitted to the Board on utilization. The Disadvantaged Business report for the 1st quarter of FY 15 reveals an 8.51% MWBE participation and 40.20% SBE participation for a total DBE percent of 48.71%.

Small Business Utilization Report for Convention Center Authority and Omni Hotel – Ms. Jasmine Quattlebaum

The DBE Participation Project to Date as of March 31, 2013.

Minority Owned Businesses had 11.2%

Women Owned Business had 8.0%

Small Business Enterprise had 11.1%

Total DBE Participation of 30.4%

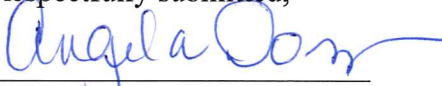
No additional questions were asked by the board.

Next Meeting Date- February 25, 2015

Adjournment – Mr. Richard Riebeling, Chairman

Chairman Riebeling moved that the meeting be adjourned. Receiving a second and unanimous vote, the meeting was adjourned.

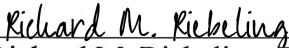
Respectfully submitted,



Angela Doss
Secretary to the Board

APPROVED:

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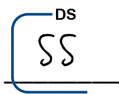
Richard M. Riebeling, Board Chair

Procurement Standard Board Meeting Minutes Approval

Please read the attached minutes from the October 29th, Procurement Standards Board Meeting.

If you approve, please give your motion by initialing next to the motion.

 1st motion to approve

 2nd motion to approve