



Procurement Standards Board Minutes

February 2, 2016

Members attending: Ms. Talia Lomax O'dneal, Chair, Mr. Jon Cooper, Ms. Cynthia Croom and Ms. Mr. Don Hardin

Others present: Mr. Jeff Gossage, Procurement Division; Mr. Rick Brown, Procurement Division; Ms. Nicki Eke, Department of Law; Mr. Bryan Gleason, BAO Division; Ms. Angela Doss, Procurement Division

Chairman Lomax O'dneal called the meeting to order.

Procurement Standards Overview - Mr. Jeff Gossage

Mr. Gossage stated how the year began by focusing on the Local Hire Amendment and building a process to support that work. He also spoke of Michelle Lane being appointed by Mayor to serve as Chief Diversity Officer in the Mayor's Office and the Business Assistance Office moved organizationally out of the Procurement Division. He defined the year as one of continued transitions and accomplishments.

Mr. Gossage introduced the Procurement Division Management Team. Rick Brown serves as Assistant Purchasing Agent, Terri Troup as a supervisor of a contracting team, and Starla Friedmann as supervisor of iSupplier/iProcurement Training and Support team.

Metro is currently assessing our financial system. Depending upon the recommendations of our consultants and Metro's Acceptance of that recommendation, we may one day be operating on a single integrated system rather than relying on two systems to talk to each other.

Office of Financial Accountability Prompt Pay Report Mr. Gossage

Mr. Gossage reviewed the Prompt Pay report submitted to the Office of Financial Accountability for the 1st quarter. Both Metro and Schools (MNPS) maintained their timeliness performance from the previous quarter.

Metro's overall timeliness improved to 8.0 days average(down from 9.0 days and MNPS improved from 7 days avg. down from 8.0 days in the previous quarter. Results of both are considered very good.

The 4th quarter 2016 volume was higher than the 3rd quarter but identical to the 4th quarters in 2016, 2014 and 2013.

The Sheriff's Office had the worst performance the 4th quarter; with an average of 56 days late primarily due to data entry errors; Invoice dates on two (2) G4S Secure Solutions invoices were entered as 4/10/1946 instead of 2016. Farmers Market followed with 53 days late average due to late payments on Otis Elevator invoices.

Procurement Performance Measurements - Mr. Rick Brown

Mr. Brown 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 FY 16 totaled **\$2,843,872**. Budgeted Savings for FY 16 was **\$11,997,750** and the Negotiated Saving for FY 16 was **\$3,311,974**. He also presented the FY 16 Workload Metrics, 124 RFPs completed, 214 ITBs completed, and 119 Contract Amendments completed.

The Board discussed the calculation methodologies and expressed a preference for seeing the net impact of all procurements to better understand how the Division was performing. Also discussed was the budget projections made by the departments. Those budget projections would skew the results in either direction if they were poorly prepared.

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

Ms. Michelle Lane reviewed the reports submitted to the Board on utilization. The Disadvantaged Business report for the FY 16 reveals a 9.20% MWBE participation and 21.57% SBE participation for a total DBE percent of 30.77%.

Bryan will take reporting responsibilities over in future Board meetings.

Procurement Regulations Update

At the last meeting the regulations to implement the Local Hiring program was being drafted. Subsequently, the State blocked the application of the Charter amendment ending that effort. No changes were recommended.

Mayor Barry has kept the effort moving by empowering and funding for NCAC to launch the Nashville Construction Readiness Partnership.

Next Meeting Date- October 27, 2016

Adjournment – Ms. Talia Lomax O’dneal, Chair

Chair Talia Lomax O’dneal 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:

Talia Lomax O’dneal, Board Chair