



Procurement Standards Board Minutes

May 10, 2018

Members attending: Ms. Talia Lomax-O'dneal, Chair, Mr. Jon Cooper, Mr. Don Hardin,
Ms. Shannone Raybon

Others present: Ms. Michelle Hernandez Lane, Procurement Division; Ms. Terri Troup,
Procurement Division; Ms. Nicki Eke, Department of Law; Mr. Bryan Gleason, BAO;
Ms. Macy Amos, Department of Law

Chairman Lomax O'dneal called the meeting to order.

Ms. Lomax-O'dneal entertained an approval of the last meeting's minutes. The minutes were amended to reflect the creation of a subcommittee to review the disparity study recommendations chaired by Don Hardin. They were approved unanimously.

Purchasing Agent Report – Ms. Michelle Hernandez Lane

Ms. Lane presented the Purchasing Agent report. She stated that Procurement continues to be short staffed but staff is stepping up to meet these challenges. First "Procurement Newsletter" sent to departments today. Newsletter will be sent quarter, news items may be sent more frequently. The audit of Procurement is in its final stages and an exit interview will be scheduled soon. NIGP is holding their annual forum in Nashville in August. Ms. Lane is serving on the steering committee. Ms. Watson is serving as the forum Volunteer Coordinator. Budget will allow 4 staff members to attend. BAO continues to work to promote increased DBE utilization in city purchases.

Key Performance Indicators (KPI) - Ms. Terri Troup

Ms. Troup presented the Board with the KPI for FY18 3rd quarter. The number of RFP's are down compared to previous quarter. Ms. Lomax-O'dneal questioned one that took 346 days. Ms. Lane stated it had multiple rounds and was protested.

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

Mr. Bryan Gleason reviewed the reports submitted to the Board on utilization. The Disadvantaged Business report for the 3rd quarter reveals a 5.95% MWBE participation and 28.58% SBE participation for a total DBE percent of 34.53%. Ms. Lane stated that the MNPS numbers and MNPS construction

numbers were combined for this report. Ms. Lomax-O'dneal would like to invite agencies to a meeting so they can explain how they calculate their numbers for the report. She also stated that the Music City Center has excellent participation and she would like to invite Mr. Starks to come speak to the board.

Business Analytics and Performance Measures – Board Members

Ms. Lane presented performance measures to the board and indicated performance measures were included in board binder. Ms. Lomax-O'dneal asked if Purchasing is still pursuing accreditation. Ms. Lane is interested, need to look at staffing and several other items. This is an opportunity for board to help the division function as it should.

Mr. Hardin asked for Mr. Gleason and Mr. Cooper to join the committee focused on DBE utilization improvement.

Ms. Lomax-O'dneal stated she was asked for a list of contracts that could be canceled for lack of funding. Does that data exist? Ms. Lane stated an active contracts list is available. Ms. Troup added the total current spend available is on the report currently. The report is on Inside Metro. Ms. Lane stated it would be made available on the web.

Next Meeting Date – August 9, 2018

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,



Judy Canyon

APPROVED:



Talia Lomax O'dneal, Board Chair