



## **Procurement Standards Board Minutes**

**August 9, 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. Macy Amos, Department of Law

### **Chairman Lomax O'dneal called the meeting to order.**

Ms. Lomax-O'dneal state Mr. Hardin has been reappointed to the procurement standards board and expressed her appreciation for his willingness to serve. Ms. Lomax-O'dneal entertained an approval of the last meeting's minutes. They were approved unanimously.

### **Purchasing Agent Report – Ms. Michelle Hernandez Lane**

Ms. Lane presented the Purchasing Agent report. Responses to the audit conducted by Internal Audit are being finalized. Tracking tool has a target completion date of September 30<sup>th</sup>. Anything active will be transferred. Ms. Lomax-O'dneal wants to make sure the public and board members have access to the tracking tool. Procurement is holding meetings with Departments every 2 weeks. Mr. Hardin asked how "hot" procurements are handled, if any different. Ms. Lane state they are prioritized by workload and urgency. Procurement is also developing Metro's first procurement forecast. Forecast will indicate that it is contingent upon funding approval. Mr. Hardin asked if there is a way to track by commodity codes and is it against policy to reach out to vendors in commodity codes. Legal stated it is ok as long as Metro is not trying to secure a certain vendor. Ms. Lane stated that we do know who is registered by commodity code. Major procurements are for Water and Police. Ms. Lane provided staffing update. Ms. Lomax-O'dneal requested that board members be notified when positions are posted. Mr. Hardin stated Mr. Gleason needs to be replaced on committee that is focusing on DBE utilization improvement. Ms. Lomax-O'dneal stated the mayor wants disparity study released as soon as possible and we need to be prepared to respond to recommendations.

### **Key Performance Indicators (KPI) - Ms. Terri Troup**

Ms. Troup presented the Board with the KPI for FY18 4th quarter and FY 18 annual summary. The number of RFP's are down compared to last year. Ms. Lane wants departments to understand this is due to under staffing. Sole source and emergency requests increased this year. Sole brands were not tracked. Ms. Lane stated she is very judicious in reviewing sole sources. Ms. Amos agreed authorizing

sole source requests is very important. Mr. Cooper added that sole source requests over \$250,000 must have council approval. Mr. Hardin asked if sole source charge more just because they can. Ms. Lane stated the regulations allow for negotiations.

**Minority-owned, Woman-owned, Service Disabled Veteran-owned and Small Business Utilization Report – Ms. Jerval Watson**

Ms. Jerval Watson reviewed the reports submitted to the Board on utilization. The Disadvantaged Business report for the 4<sup>th</sup> quarter reveals a 15.99% MWBE participation and 25.65% SBE participation for a total DBE percent of 41.64%. This is an increase over last quarter. Ms. Lane thanks Ms. Tina Burt in the BAO office for working on this report.

**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,

  
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Judy Cantlon

**APPROVED:**

  
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Talia Lomax O'dneal, Board Chair