



Procurement Standards Board Minutes

November 8, 2018

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

Others present: Ms. Michelle Hernandez Lane, Procurement Division; Ms. Terri Troup, Procurement Division; Ms. Macy Amos, Department of Law; Ms. Nicki Eke, 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 and the special call meeting minutes. They were both approved unanimously.

Purchasing Agent Report – Ms. Michelle Hernandez Lane

Ms. Lane presented the Purchasing Agent report. Portfolio will be rolled out in a week. New metrics will be presented today. Sole source reporting has been updated. Ms. Lomax-O'dneal asked about sole source that are exempt from council approval. Ms. Lane stated that if they are in excess of \$250,000 they will go to council. Even if they are exempt they are still being reviewed for approval. Ms. Lane went over major procurements. Ms. Lane will forward BAO manager position link to the board. She explained the increase in duties for this position. Mr. Hardin asked if budget is already in place. Ms. Lomax-O'dneal stated it is. Final audit of the Procurement Division is in the binders for the board. Ms. Lane went over recommendations in the audit. Ms. Lomax-O'dneal stated she requested the audit when Ms. Lane was hired as the purchasing agent. Ms. Croom asked about length of contracts stating sometimes five years is not necessary, can this be tracked? Ms. Lane stated it can be tracked fiscally. Can initiate less than five with option to extend if needed. Ms. Croom asked if quality is maintained for the length of contract and can performance be reviewed before five years. Ms. Lane stated that contract performance is something we want to look at and there is a standard clause in contracts regarding performance.

Disparity Study Update – Ms. Michelle Hernandez Lane and Ashford Hughes

Mr. Hughes thanked the Law Department for their assistance in this process. We are working with Griffin & Strong to present legislation to council. Ms. Lane stated that implementing recommendations will require board to change procurement code. Ms. Hughes appreciates Ms. Lane's help in making this work along with Ms. Amos and Ms. Eke. Ms. Lomax-O'dneal stated there is a sense of urgency around

this process. Ms. Lane stated we are in a good place with the Mayor and the Chief Diversity Officer to make this successful.

Subcommittee Report – Mr. Don Hardin

Mr. Hardin asked Ms. Raybon to join the committee. The goal is to challenge the law as we can. Looking at key indicators from disparity study. Ms. Croom hopes they are looking at unbundling. Mr. Hardin stated they will be looking at that and many other options to see what is best.

Key Performance Indicators (KPI) - Ms. Terri Troup

Ms. Troup presented the Board with the KPI for FY19 1st quarter. She also went over sole source reporting and stated they are being carefully reviewed and vetted.

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 reveals a 11.14% MWBE participation and 14.61% SBE participation for a total DBE percent of 25.75%.

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 Cantlan

APPROVED:



Talia Lomax O'dneal, Board Chair