



Procurement Standards Board Minutes

May 30, 2019

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. Jerval Watson, BAO; Mr. Christopher Wood, BAO; 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. They were approved unanimously.

Purchasing Agent Report – Ms. Michelle Hernandez Lane

Ms. Lane presented the Purchasing Agent report. We continue to meet bi-weekly with heavy using departments. Open to meeting with any departments. Oracle R12 implementation postponed to September 2, 2019. LGBT tracking and EBO will still take place July 1, 2019. Delegated purchasing will go to \$25,000. There will be a black out period for solicitations during the conversion. Bidding will be closed on August 16th. Ms. Lomax-O'dneal asked to make sure there is no gap. Ms. Lane stated we are working with Departments on their requisitions. Ms. Lomax-O'dneal stated that there needs to be a backup procedure. Ms. Lane stated the worst case scenario would be completing manually. This has been communicated to departmental users. Major procurements in the last quarter: Security Officer Services by Sandra Walker, has significant minority business partner with Archangel Security, Mechanical Services for Water Department by Scott Ghee, Plumbing Parts and Supplies for General Services by Brad Wall, Construction Manager for Major League Soccer Stadium for Sports Authority by Terri Troup, Centennial Park Phase II Improvements for Parks by Scott Ghee. Mr. Hardin asked if minority spend on these big contracts be included in this report. Ms. Lane stated Security Officer Services is 20%, Construction Manager for MLS is 30%, Plumbing is for goods only, Mechanical Services not sure about and Centennial Park Improvements is 20%. Ms. Lomax-O'dneal asked if these were single contractors? Ms. Lane stated Water wanted a single provide for Mechanical Service to work on the machines. Ms. Lomax-O'dneal stated it would be helpful to list if they had multiple awards. Ms. Lane can add to report run on the 10th of the month to council. Ms. Lane updated the board on staffing, Scott Ghee left for Schools, Christina Alexander was promoted to Procurement Officer III, added Marissa Conklin as Purchasing Officer I. Ms. Conklin had her first prebid today with Fleet. She has purchasing experience from University of Tennessee Medical Center The vacant Purchasing Officer II

closes today and we plan to have that filled by middle of June. I would also like to welcome Christopher Wood as the BAO Director. We continue to implement recommendations made by Audit. The recommended procurement manual which serves as a procurement how to for Departments is complete. On April 2 the Metro Council approved BL2019-1525 to amend the Procurement Code to increase the competitive bidding limits from \$10,000 to \$25,000 as recommended in the audit. We are completing delegated purchasing program. It will include a reporting and tracking tool for use by departments. Thanks to Ryn for developing

It was planned for the Board to consider modifications and additions to the Procurement Regulations as specified below:

- Modification to R4.08.060.01 and R4.08.060.02 regarding Delegated Purchasing
- Addition of R4.46 regarding the Equal Business Opportunity Program
- Addition of R4.48 regarding Ethics in Public Contracting

Those regulations are not sufficiently completed with full reviews and legal approval to present to this Board today. In the spirit of full input and respect for the role of this Board, I request that the Board consider a special called meeting the third week of June for the purpose of reviewing these modifications and additions for adoption.

Key Performance Indicators (KPI) - Ms. Terri Troup

Ms. Troup presented the Board with the KPI for FY19 3rd quarter.

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

Ms. Watson reviewed the reports submitted to the Board on utilization. The Disadvantaged Business report for the 3rd quarter reveals a 6.83% MWBE participation and 17.14% SBE participation for a total DBE percent of 23.97%.

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 Cantlon

APPROVED:



Talia Lomax O'dneal, Board Chair