



# Procurement Standards Board Minutes

August 27, 2019

Members attending: Ms. Talia Lomax-O'dneal, Chair, Mr. Don Hardin, Ms. Shannone Raybon  
Others present: Ms. Michelle Hernandez Lane, Procurement Division; Ms. Terri Troup, Procurement Division; Mr. Christopher Wood, BAO; Ms. Jerval Watson, BAO;  
Ms. Nicki Eke, Department of Law

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

Ms. Lomax-O'dneal recognized that we have a quorum. She also stated Ms. Raybon has been reconfirmed to the Board. Ms. Lomax-O'dneal entertained a motion to approve the last meeting's minutes. The minutes for May 30 and June 20<sup>th</sup> special call meeting were approved. The minutes from the June 25<sup>th</sup> special call meeting were approved as amended – removing Mr. Hardin and Ms. Raybon from the list of members attending.

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

Ms. Lane presented the Purchasing Agent report. The date on the report should be August 27, 2019. iSupplier/iProcurement is currently in the black out period. There have been two emergencies. Ms. Lane acknowledged Terri Troup, Jaime Hunter and Ryn Nicol for their work on R12. All templates had to be modified for the new environment and testing done of system functionality.

Several major procurements during the last quarter including telecommunications, voting system for Elections, HVAC and emergency medical supplies. There is a protest coming up on the fitness equipment award.

Staffing update: Matt Taylor resigned. We are fully staffed now with the addition of Jonathan Meadows and Scott Ferguson. BAO has 4 new staff members.

Continue to implement recommendations from the audit of procurement and are on track with the timelines. Internal audit has launched an additional audit of cooperative agreements.

At the last regular meeting the board requested that a letter be sent to Metro Council requesting the elimination of the Architecture and Engineering (A&E) Masterlists. That letter will be sent to the new Metro Council which will be sworn in during October. In the process of completing modifications to the Procurement Regulations related to the selection process for Architects and Engineers. A special call meeting will be requested to consider these regulations. Should council eliminate the A&E list, references to the list will need to be removed from the Regulations.

Recent legislation was passed on August 6, 2019 amending the Procurement Code related to the definition of responsible bidder or offeror. This legislation requires a modification to the affidavit process in invitation to bid solicitations.

The EBO became effective on July 5, 2019. All solicitations released since this date have included the provision of the EBO program as appropriate. Christopher Wood will provide a more detailed update at the end of this report.

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

Ms. Troup presented the Board with the KPI for FY19 4th quarter. Activity continues to increase, there is a significant increase from the last 4<sup>th</sup> quarter. Decrease in MWBE response is due to type of bids – sole provider. It was asked if it lines up with forecasting. Ms. Troup stated all departments did not submit that information. Ms. Lane stated it is now in the code. Ms. Lomax-O’ dneal stated that would help MWBE’s prepare. Ms. Lane stated it would also help Purchasing prepare. Mr. Hardin asked of the opportunities with no response, is it marketed to MWBE’s? Ms. Watson replied there is outreach and it is shared with partners. Ms. Troup stated there is an increase in RFPs, ITBs and amendments when compared to FY18. Ms. Lane stated departments are using Purchasing more than in the past. There will be a new report used next quarter. Ms. Raybon asked if comparison from last year should be there. Ms. Troup said it could be added. Ms. Lomax-O’ dneal stated it was important to have comparative information.

**EBO Update – Christopher Wood**

Mr. Wood stated it will probably be the second quarter before EBO numbers show on the report. The EBO and small business reserve should increase numbers. B2G will be beneficial as this information is direct spend. Eleven currently have EBO goals. Intro to B2Gnow has been offered for employees and contractors. BAO staff will have a more in depth training September. Mr. Wood introduced the new BAO staff: Evans Cline, Cierra Rowe, Amber Gardner and Rebecca Moore. Ms. Lane also thanked Jeremy Frye for his assistance in goal setting.

**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 4<sup>th</sup> quarter reveals a 3.87% MWBE participation and 9.28% SBE participation for a total DBE percent of 13.15%. Ms. Watson shared the training presented this quarter. She stated the EBO training was recorded for future viewing.

**Adjournment – Ms. Talia Lomax-O’ dneal, Chair**

Next meeting November 7, 2019 unless board needs to meet regarding the procurement regulations before that date. Mr. Hardin stated he is proud of the team and the city should be proud also.

Chair Talia Lomax-O’ dneal moved that the meeting be adjourned. Receiving a second and unanimous vote, the meeting was adjourned.

Respectfully submitted,

**APPROVED:**

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Judy Cantlon

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Talia Lomax-O’ dneal, Board Chair