



Procurement Standards Board Minutes

February 13, 2020

Members attending: Ms. Talia Lomax-O'dneal, Chair, Mr. Bob Cooper, 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. 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

There continues to be data integrity issues with the Purchasing reports. We continue to work through transitions issues related to the R12 conversion.

- Most notably, we are working with IT on an issue related to open PO balances with also has an impact on spend reporting and utilization reporting.
- Also, we continue to work through issues related to the generation of PDFs which impacts the view of solicitations that vendors have. We are making some internal changes to serve as a stop gap measure related to this issue in the interim.
- Finally, we continue to work with IT on the availability of historical data present in the iProcurement system prior to the R12 conversion. This is important to our efforts to promote transparency and to make documentation available in a single location as was recommended in the Internal Audit Performance Audit recommendations.

Amber Gardner spoke of issues with running reports. The main issue is the report does not pull the correct numbers. The board asked to be notified if there is anything they can do to assist in this process.

Ms. Lane went over the major procurements for the last quarter. There were no appeals or protests during this time.

Ms. Lane provided a high-level review of the modifications to be considered at the next scheduled board meeting.

EBO Update – Christopher Wood

Small Business Reserve applications are being accepted. Six have been received as of this date. The board asked if there was an estimate of applicants. Ms. Watson stated that there were over 30 inquiries about the program. A minimum of 40 participants is the goal.

BDO Report – Ms. Jerval Watson

Ms. Watson presented the BDO report for the quarter.

Adjournment – Ms. Talia Lomax-O'dneal, Chair

Next meeting May 7, 2020.

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

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APPROVED:

Talia Lomax O'dneal

Talia Lomax O'dneal, Board Chair