DRAFT MINUTES: ***Subject to change prior to approval by Authority or Committee at its next regular meeting***

MINUTES OF THE DBE & DEVELOPMENT COMMITTEE MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

The DBE & Development Committee Meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on June 19, 2014 at 9:03 a.m., in the Administrative Board Room of the Administrative Offices at the Music City Center, Nashville, Tennessee.

DBE & DEVELOPMENT COMMITTEE MEMBERS PRESENT: *Francis Guess, Vonda McDaniel, Luke Simons, and Mona Lisa Warren

DBE & DEVELOPMENT COMMITTEE MEMBERS NOT PRESENT: Leo Waters and Marty Dickens, Ex-Officio

OTHERS PRESENT: Charles Starks, Elisa Putman, Jasmine Quattlebaum, Charles Robert Bone, and Joe Steele

The meeting was opened for business by Committee Chair Vonda McDaniel.

ACTION: Luke Simons made a motion to approve the DBE & Procurement Committee minutes of January 31, 2013. The motion was seconded by Mona Lisa Warren and approved unanimously by the committee.

Jasmine Quattlebaum was asked to give an overview of the DBE program and recommendations and there was discussion. (Attachment #1)

ACTION: Francis Guess made a motion that the DBE & Development Committee recommend to the full Authority Board that the procurement policy be amended to provide for the combination of the procurement non-discrimination program requirements with the small business incentive for procurement evaluations. The motion was seconded by Luke Simons and approved unanimously by the Committee.

The Committee discussed further evaluating the possibility of providing a pricing discount option for SWMBE prospective vendors.

There was additional discussion about the procurement policy and processes.

*Denotes departure of Francis Guess

There was closing discussion and with no additional business a motion was made to adjourn, with no objection the DBE & Development committee of the CCA adjourned at 9:54 a.m.

Respectfully submitted,

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Charles L. Starks
President & CEO
Convention Center Authority

Approved:

_____

Vonda McDaniel, Committee Chair
CCA DBE & Development Committee
Meeting Minutes of June 19, 2014

DBE & Development Committee

June 19, 2014

Music City Center DBE Program Overview

Music City Center DBE Overview

I. Construction DBE vs. Operation DBE

II. Procurement Process

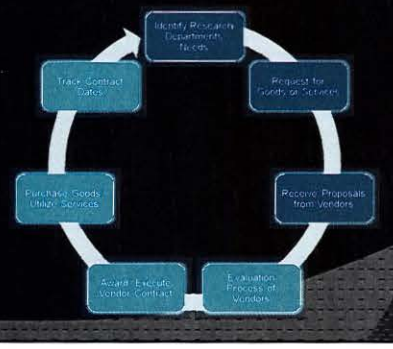
III. Current Certification Requirements

IV. Recommendations/Opportunities

Construction DBE vs. Operations DBE

- Construction
  - Drywall ($18.2M)
    - 4 Prime Bidders
    - 8 DBE firms
      - 6 MBE
      - 1 WBE
      - 1 SBE
  - Mechanical/Plumbing ($53.5M)
    - 5 Prime Bidders
    - 16 DBE firms
      - 12 MBE
      - 3 WBE
      - 2 SBE
  - Painting ($2.1M)
    - 2 Prime Bidders
    - 7 DBE firms
      - 3 MBE
      - 2 WBE
      - 2 SBE
  - Parking Control Equipment ($381K)
    - 2 Prime Bidders
    - 0 DBE firms
- Operations
  - Emergency Medical Technician ($100K)
    - 3 Prime Bidders
    - 5 DBE firms
      - 1 MBE
      - 4 WBE
  - Event Security ($575K)
    - 9 Prime Bidders
    - 10 DBE firms
      - 3 MBE
      - 4 WBE
      - 3 SBE
  - Housekeeping Services ($300K)
    - 9 Prime Bidders
    - 14 DBE firms
      - 7 MBE
      - 4 WBE
      - 1 SBE
  - Temp Labor ($200K)
    - 6 Prime Bidders
    - 12 DBE firms
      - 4 MBE
      - 6 WBE
      - 4 SBE

MCC Operations Procurement Process



Identify/Research

- Scopes/Services
- Capacity
- Certification

Scopes/Services: Construction vs. Operations

- Construction Scopes
  - Elevators/Escalators
  - Mechanical/Plumbing
  - Electrical
  - Landscaping
- Coordination and/or installation of materials

- Operation Purchases/Services
  - General Purchases/Services
    - Industrial Supplies
    - Linen Rentals
    - Copier Services
    - Office Supplies/Paper
  - Pouring Rights
  - Electrical
  - Exterior/Interior Landscaping
- Purchase, repair, maintain, and/or replace

Capacity

- Department needs/requirements
- Size of the service
- Intricacy of service

Certifications

- Must have certifications from one of the following agencies:
  - GOBE
  - MTA
  - TDOT
  - MNAA
  - SBA – 8a only
  - TMSDC
  - NWBOC
  - WBENC
  - Metro Small Business
- Registered in Metro's iSupplier as DBE vendor

Common Certifications Requirements

- Completed Application
- Review of the company's ownership including, but not limited to, financial statements, by-laws, charter, stock certificates, lease agreements, salaries of owners, number of employees, licenses/authorities etc.
- Must be already established and have a business license.
- The firm must meet ownership criteria
- Participate in annual reviews and updates as required.
- On-Site visits

Request for Goods/Services

- Reserve Procurements
- Segment Out Services
- Evaluation Consideration

DBE Bid Evaluation

- Procurement Non-Discrimination Program
  - Contact at least three (3) Minority or Women owned business
  - Good Faith Effort
  - Signed Affidavit with proof of outreach

  Required

- SBE Incentive
  - Receive evaluation points for commitment
  - Small and Service Disabled Veteran businesses only
  - Prime Bidder can receive points if qualified as SBE/SDVBE

  Optional

MCC DBE Program Opportunities

- Review current procurement policy
  - Combine PNP/SBE Incentive for RFP evaluations
  - Pricing discounts for SBE suppliers
- Conduct quarterly DBE Informational Sessions
  - Utilize social media
  - Qualification Application
- Increase relationships with various chambers
- Annual DBE Luncheon
- Long Term: Business Development/Mentorships

DBE & Development Committee

June 19, 2014