



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

AGENDA

Procurement Standards Board

July 27, 2014

Chairman's Remarks

No new items, Prompt Pay Report, Annual Overview

Purchasing Performance Measurements

SBE/SDV and MWBE Performance Measurements

MCC Small Business Utilization

Next Meeting Date

Adjournment

Mr. Richard Riebeling

Mr. Jeff Gossage

Mr. Rick Brown

Ms. Michelle Lane

Ms. Jasmine Quattlebaum

Ms. Angela Doss

Mr. Richard Riebeling



Procurement Standards Board
Minutes
Thursday May 21, 2014

Members attending: Mr. Richard Riebeling, Chair, Ms. Shannone Raybone, and Ms. Cynthia Croom, Mr. Saul Solomon.

Others present included: Mr. Jeff Gossage, Procurement Division; Mr. Rick Brown, Procurement Division; Mr. Ted Morrissey, Department of Law; Mr. Fred Adom, Office of Financial Accountability; Ms. Michelle Lane, Procurement Division; Ms. Jerval Watson, Procurement Division; Ms. Angela Doss, Procurement Division; Ms. Jasmine Quattlebaum, Music City Center.

Chairman Riebeling called the meeting to order.

Mr. Riebeling called for a motion and approval of the last meeting minutes. It was so moved and accepted.

Procurement Standards Overview-Mr. Jeff Gossage

Mr. Gossage stated that there are two regulation changes that need to be approved by the board.

Definition of Small Business

Due to outside challenges the Division requested consideration of a change. Originally, \$35,000 of sales income over a one year period was required to qualify as a viable SBE. Metro was challenged whether the \$35,000 had to be done in a one-year period or during a calendar year. The challenger threatened legal action if the issue were not resolved. Based on discussions with the Department of Law it is recommended that it state clearly that the sales income is during the previous tax year supported by the tax documentation.

The suggested changes were discussed and approved by the Board.

Small Business Incentives

For SBE incentives, the Regulations reference contractors and subcontractors. However, if we are purchasing supplies such as masonry, tile, or steel those suppliers are not included in the SBE incentive. Based on a recommendation from Tom Cross, Department of Law, we are requesting the inclusion of suppliers to qualify for SBE incentives.

The proposed changes were discussed and passed by the Board.

Items Approved for Sole Source

Mr. Gossage suggested that web-based, subscription and advertising services, cable and fiber services as being included under TV and Utility services be considered as approved sole source procurements.

The proposed inclusion of the additional items was discussed and approved by the Board.

Procurement Performance Measurements- Mr. Rick Brown

Mr. Brown presented the Board with the reported savings by the Procurement Division. Mr. Brown gave an overview of historical savings for 3rd quarter FY14 in the amount of **\$3,177,118.97**. Mr. Brown also presented the 2014 FY14 Third Quarter Workload Metrics, 24 RFPs completed, 88 ITBs completed, and 30 Contract Amendments completed.

Small Business Utilization Report – Ms. Michelle Lane

Ms. Lane reviewed the reports submitted to the Board on utilization. The Disadvantaged Business report for the 3rd quarter of FY 14 achieved an 8.24% MWBE participation and 3.1% SBE participation for a total SMWBE percent of 6.68%.

DBE Utilization Report for Music City Center & Omni Hotel – Ms. Jasmine Quattlebaum

Ms. Quattlebaum stated that the report will be available when the MCC Board meets next month. She explained that she will have them for the next meeting.

Metro Prompt Pay Reports – Mr. Fred Adom

Mr. Fred Adom reviewed the reports submitted to the Board on Prompt Pay. Overall average day late Metro's average for first quarter was 9.3 days. School average day's late payment was 6 days. Sports Authority had the latest payments for this quarter.

It was proposed that Mr. Adom is not required to attend the Procurement Standards Board Meeting in the future.

It was discussed and approved by the board.

No additional questions were asked from the board

Next Meeting Date - July 30, 2014

Adjournment – Mr. Richard Riebeling, Chairman

Chairman Riebeling moved that the meeting be adjourned received a second and the meeting was adjourned.

Respectfully submitted,

APPROVED:

Angela Doss
Secretary to the Board

Richard M. Riebeling
Board Chair

Metro Nashville Procurement KPI

April - June 2014

Solicitations

ITB Volume:	92
RFP Volume:	18
Sole Source Volume (<\$250k):	3
Sole Source Volume (>\$250k):	3
Emergencies:	9
Cooperative Procurements:	0
A&E Contracts:	4
Contract Amendments:	23

Transactions

Purchase Orders:	5,263
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Cost Savings Goal

Cost Savings:	\$10,761,810
Operating Budget:	\$365,600

Division Effectiveness Goal

Key Performance Ratio:	2943.60%
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Paper Consumption

Reams of Virgin Paper	19,170
Virgin Paper Cost	\$49,596.00
Reams of Recycled Paper	2,140
Recycled Paper Cost	\$6,292.00

Metro Nashville Procurement KPI

2014

Solicitations

ITB Volume:	348
RFP Volume:	76
Sole Source Volume (<\$250k):	32
Sole Source Volume (>\$250k):	16
Emergencies:	28
Cooperative Procurements:	1
A&E Contracts:	14
Contract Amendments:	117

Transactions

Purchase Orders:	20,248
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Cost Savings Goal

Cost Savings:	\$39,157,857
Operating Budget:	\$1,212,500

Division Effectiveness Goal

Key Performance Ratio:	3229.51%
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Paper Consumption

Reams of Virgin Paper	64,480
Virgin Paper Cost	\$163,812
Reams of Recycled Paper	7,360
Recycled Paper Cost	\$21,484

Promptpay Report

July 30, 2014

Highlights

Accompanying Charts

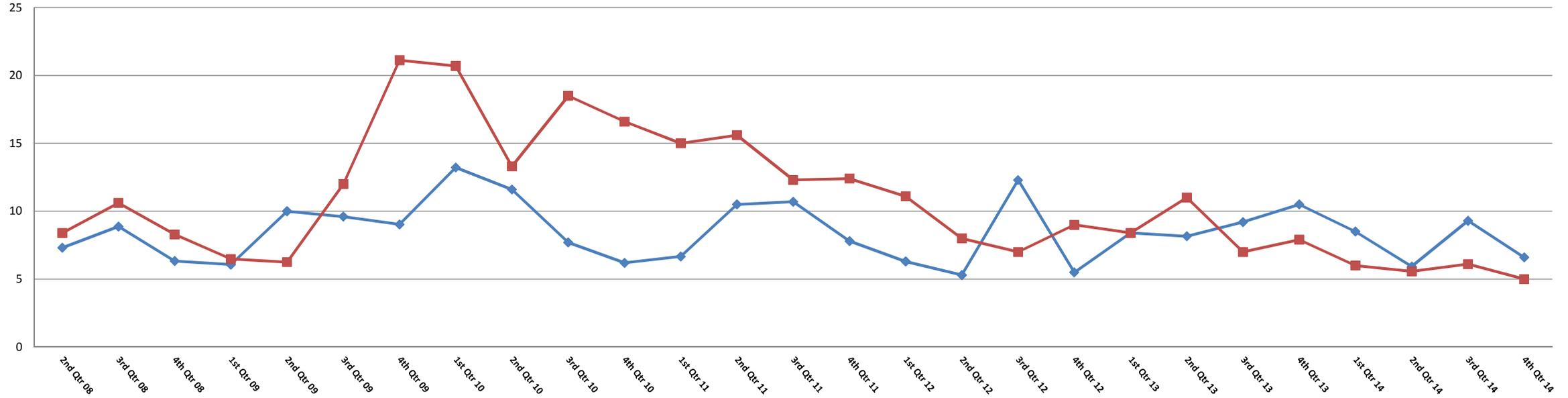
1. **Metro-wide** Timeliness
2. **Volume** of Transactions
3. Timeliness **by Department**
4. Timeliness by Dept. **Last Qtr.**

Finance made the unpopular list due to some late transactions primarily in Treasury.

- 1) Both Metro and School performance this quarter, considered excellent.
- 2) Overall Metro timeliness improved to 6.6
- 3) Metro Schools overall timeliness also improved compared to last quarter to 5.0.
- 4) As usual 4th quarter volume exceeded the first 3 quarters in FY 14; almost identical to FY 13 4th quarter.
- 5) With the exception of Metro Council all departments' averages were within acceptable ranges.

Prompt Pay - 2nd Qtr 2009 through 4th Qtr 2014
Metro Government Overall vs Metro Schools
Timeliness

Metro
MNPS



Prompt Pay - 2nd Qtr 2009 through 4th Qtr 2014
Metro Government vs Metro Schools
Volume

MNPS Metro

