

**Procurement Standards Board**  
**Minutes**  
**Wednesday April 22, 2015**

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

Others present: Mr. Jeff Gossage, Procurement Division; Thomas Cross, Department of Law; Ms. Michelle Lane, Procurement Division; Ms. Angela Doss, Procurement Division

Chairman Riebeling called the meeting to order.

Mr. Riebeling entertained an approval of the last meeting's minutes. They were approved unanimously.

**Procurement Standards Overview-Mr. Jeff Gossage**

Mr. Gossage stated that this quarter, Procurement is testing for a more transparent view of the scoring of SBE and it is associated with cost.

Mr. Gossage presented the survey reports that were sent out to departments for their feedback on how the Procurement office was performing. 85% reported that Procurement met or exceeded expectations. 15% reported that expectations were not met. Speed of the Procurement cycle and Quality were the primary concerns of the departments based on feedback. Asked about SMWBE and two-thirds said we met the expectations, however one-third stated that we placed too much emphasis on SMWBE efforts. This clearly means that continued emphasis on messaging is needed from the Administration (future administration).

Mr. Gossage reviewed the Prompt Pay reports submitted to the Board by the Office of Financial Accountability for the last 2 quarters. Overall, Metro's average for the 2<sup>nd</sup> quarter was 8 days late. For MNPS the average late payment was 5 days.

The Prompt Pay reports submitted for the 3<sup>rd</sup> quarter Showed that Metro's average was 11 days late. MNPS average late payment was 6 days.

**Procurement Performance Measurements- Mr. Jeff Gossage**

Mr. Rick Brown presented the Board with the reported savings by the Procurement Division. He also gave an overview of how savings are measured at three levels: Historical Savings, Budget Savings, and Negotiated Savings. The Historical Savings for 2<sup>nd</sup> Quarter FY 15 totaled **\$200.00**. Budgeted Savings for 2<sup>nd</sup> quarter was **\$2,041,873** and the Negotiated Saving for 2<sup>nd</sup> quarter was **\$3,634,941**. He also presented the 2015 FY Workload Metrics, 37 RFPs completed, 64 ITBs completed, and 49 Contract Amendments completed.

Mr. Brown also presented the reported savings by the Procurement Division for the 3<sup>rd</sup> quarter. He also gave an overview of how savings are measured at three levels: Historical Savings, Budget Savings, and

Negotiated Savings. The Historical Savings for 3<sup>rd</sup> Quarter FY 15 totaled **\$5,985,871.00**. Budgeted Savings for 3<sup>rd</sup> quarter was **\$5,918,134** and the Negotiated Saving for 3<sup>rd</sup> quarter was **\$297,538**. Rick again reported Workload Metrics, 21 RFPs completed, 56 ITBs completed, and 47 Contract Amendments completed.

**Minority-owned, Woman-owned, Service Disabled Veteran-owned and Small Business Utilization Report – Ms. Michelle Lane**

Ms. Michelle Lane reviewed the reports submitted to the Board on utilization. The Disadvantaged Business report for the 2<sup>nd</sup> quarter of FY 15 reveals an 11.34% MWBE participation and 37.37% SBE participation for a total DBE percent of 42.71%.

Ms. Lane then shared the 3<sup>rd</sup> quarter reports on utilization. The Disadvantaged Business report for the 3<sup>rd</sup> quarter of FY 15 reveals 4.48% MWBE participation and 63.65% SBE participation for a total DBE percent of 68.13%.

No additional questions were asked by the board.

**New Business**

Next Meeting Date- July 28, 2015

Adjournment – Mr. Richard Riebeling, Chairman

Chairman Riebeling moved that the meeting be adjourned. Receiving a second and unanimous vote, the meeting was adjourned.

Respectfully submitted,



Angela Doss, Secretary to the Board

**APPROVED:**

DocuSigned by:  
  
Richard M. Riebeling, Board Chair