



Procurement Standards Board Minutes

September 19, 2024

Members attending Mr. Kevin Crumbo, Chair, Dr. Cynthia Croom, Ms. Kim Sansom, Ms. Shannon Raybon, Mr. Larry Turnley

Others present: Mr. Christopher Wood, BAO, Ms. Macy Amos, Legal, Mr. Dennis Rowland, Procurement Division, Ms. Jerval Watson, BAO; Ms. Michelle Hernandez Lane, Finance

Chairman Kevin Crumbo called the meeting to order.

Mr. Crumbo noted there were no requests for public comment by the public.

Mr. Crumbo entertained an approval of the last meeting's minutes. Dr. Croom made a motion to approve and Ms. Sansom seconded. They were approved unanimously.

Purchasing Agent Report – Mr. Dennis Rowland

Mr. Rowland presented the FY 25 Procurement Strategy. This process is the result of numerous conversations within the purchasing team and the Finance Leadership Team. Feedback was also provided by Mr. Crumbo, members of Metro council and some of the larger Metro departments. The pillars of this strategy are:

1. Improve total procurement cycle time
2. Improve communication and collaboration between Procurement and Metro departments
3. Improve Procurement efficiency for greater job satisfaction and retention
4. Optimize department budgets by reducing costs
5. Accelerate procurement training

With the help of Mr. Turnley we have 5 Social Impact Goals:

1. DEI training curriculum
2. Justice impacted individual benchmarking
3. Continue professional certification momentum
4. Teambuilding
5. Quality of life/work life balance

Procurement Resource Group Strategies:

1. Certificate of Insurance (COI) compliance
2. Reduce the management of COI accords (in COI email box and paper by mail) by 75%
3. 70% increase in digital forms/70% reduction in PDFs
4. 20% increase in contracts leaving DoP with vendor performance management plans in place

BAO Strategies:

1. Ensure 100% compliance with MBE and WBE goals in all new contracts
2. Ensure prime timely (monthly) reporting of subcontractor utilization for all contracts
3. Achieve a 90% satisfaction rate from MBEs and WBEs regarding the support and services provided by the Office of Minority and Women Business Assistance (BAO)
4. Participate and/or host 8 business development workshops for MBEs and WBEs
5. Increase the number of new MBEs and WBEs registered with the city

Kaizen Activities/Process Improvement

1. Cycle time improvement
2. Create targets for improvement
3. Improve department communication when time delays occur
4. Improve sourcing specifications on the front end

The team has been realigned to report directly to the purchasing agent. This will assist me in learning the processes faster.

Proposed Procurement Regulations Modification – Regulation 4.12.060

This regulation proposes that before a sole source is granted the supplier must agree to our standard terms and conditions, they will not be able to renegotiate after approval. This will keep the process shorter and less time consuming. It also clarifies that if the department need a service that is only available from one source, they will not have to go through the sole source process.

Mr. Crumbo opened the floor for discussion. Dr Croom asked how this affects federally mandated items. Mr. Kelley stated there would be no change. Dr. Croom asked where curriculum would fall under the changes. Mr. Kelley replied it would be under compatibility.

Mr. Crumbo for motion to approve. Ms. Raybon moved to approve, Dr. Croom seconded. The motion was unanimously approved.

Closing Remarks

Mr. Crumbo recognized that Dr. Croom is retiring from Metro after 24 years of service. Ms. Lane expressed her gratitude for Dr. Croom's service on the Procurement Standards Board for many years.

Adjournment – Mr. Kevin Crumbo, Chair

The date of the next meeting is December 19, 2024

Respectfully submitted,

Judy Cantlon

APPROVED:

Kevin Crumbo, Board Chair