



Procurement Standards Board Minutes

March 20, 2025

Members attending Ms. Jenneen Reed, Ms. Kim Sansom, Mr. Larry Turnley, Mr. Roger Ligon, Jr, Ms. Shannone Raybon

Others present: Ms. Macy Amos, Legal, Mr. Dennis Rowland, Procurement Division, Ms. Jerval Watson, BAO; Ms. Michelle Hernandez Lane, Finance, Mr. Zak Kelley, Procurement Division, Ms. Amber Gardner, Procurement Division

Chair Reed called the meeting to order.

Ms. Reed noted there were no requests for public comment by the public.

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

Purchasing Agent Report – Mr. Dennis Rowland

The annual Procurement Summit was held on March 5th with 242 virtual attendees. This is very important to Procurement because all departments have an opportunity to share pertinent information and we can keep them updated.

We have been participating in a Metro council procurement working group since September. Seven departments were interviewed by this group for feedback for Procurement. The two main items were improved tracking of projects and more resources.

The delegation of authority has been increased from \$25,000 to \$50,000 effective Feb. 15, 2025. Zak completed training with all departments for the change. This is in line with the State of Tennessee's delegated purchasing.

Choose How You Move (CHYM) – we have had two outreach events, one in December and one in February. We team with WeGo and NDOT with support from the mayor's office to present these events. The next one is March 25th at Southeast Community Center. We will have several more around Nashville this spring. We have two projects already in the queue, one is an IDIQ for architectural

engineering services for NDOT and a project management for implementation of the Choose How You Move transportation plan.

Kaizen – cycle time complete – improved sourcing time by one month. We also discovered more targeted training was needed for departments. We have started doing smaller trainings with positive feedback from departments. We also did a NIGP Kaizen for ideas brought from NIGP last August. The increase in delegated purchasing comes from that and a strategy for using cooperatives. We are also working on one for buyer standardization and the evaluation process.

We had one person retire in January, so we are understaffed. Staff are currently averaging around 20 solicitations per buyer. Benchmarking we have done says it should be around 12 or 13 per buyer. Additional staffing has been requested for FY26.

We should be back in our permanent space in Lindsley Hall on August 22nd. That will give us better collaboration areas and more room.

Procurement KPI's are in your packet for review. The board asked if there are any significant changes? Small business utilization went from 4% to 8%. When you look at total spend over 80% went to disadvantaged business so that shows the EBO program is working.

Ms. Reed thanked the purchasing team and BAO for all the work that has been done.

Proposed Procurement Regulations Modifications – R4.08.060

Mr. Kelley presented the delegated procurement authority increase to be included in the procurement regulations. It also includes the change for 3 quotes between \$5,000 and \$50,000, it must include one quote from a certified minority owned business or from a certified woman owned business and one from a small or service-disabled veteran owned business. You don't have to award to one, but you must give them the opportunity. Ms. Reed asked for a motion to approve, Mr. Ligon made the motion to approve, seconded by Ms. Samson. The modification was approved unanimously.

Proposed Procurement Regulations Modifications – R4.12.050

Purchases less than \$1,000.00 shall be made by purchase order against properly executed Metro contracts. If no such contract is available, departments shall follow the procedures for delegated purchasing. We are also working with council to correct that in the code. Ms. Reed asked for motion to approve, Ms. Sansom made the motion seconded by Ms. Raybon. The modification was approved unanimously.

Proposed Procurement Regulations Modifications – R4.12.090.05

This section stipulates the reports that are provided to you. This was set in 1994, much of the language is outdated and the metrics are necessarily relevant at this time. We worked with a group from the Harvard Kennedy School last year to look at regulations and reporting requirements and compare them to other governments across the country. We want to update these requirements. This recommends that at first quarter of FY26 meeting an updated template will be presented for approval by the board.

The purchasing agent would update every five years. Mr. Ligon made a motion to approve, Ms. Raybon seconded the motion. Ms. Raybon stated she would like to see the old regulation presented with the proposed changes. Also, five years seems like a long time for the reports. Mr. Kelley stated most contracts are five years so it would be in line with that. This states five years is the minimum so if the board or the purchasing agent wanted to present that change before five years it could be done. The motion was approved unanimously.

Proposed Procurement Regulations Modifications – R4.12.210

Under the current regulations we are prohibited from using cooperative for services. This will change the regulation to include services. It will still require the director of finance to sign the cooperative. It also states that participation by minority, woman and small business forms should be used where practical. Ms. Raybon made a motion to approve with Ms. Sansom seconding. The motion was approved unanimously.

Adjournment – Ms. Jenneen Reed, Chair

The date of the next meeting is June 12, 2025.

Minutes approved June 12, 2025