

## PROCUREMENT POLICES AND REGULATIONS TASK FORCE

### MEETING MINUTES

July 30, 2015 – 4:00 p.m.

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*5<sup>th</sup> Floor Council Conference Room, Council Office Building*

#### ***Members Present***

Wayne Cobb

Tom Creamer

Eppie Hankins

Buddy Henley

Linda Moore

Daniel Parra

David Robbins, Chair

#### ***County Staff Present:***

Linda Price, County Council

Mary Anne Paradise, County Council

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#### **I. Call to Order and Approval of Minutes**

The meeting was called to order at 4:05 p.m. with a quorum of members present. The minutes of the July 16, 2015, meeting were unanimously approved by all Task Force members present.

#### **II. Worksession – Review and Straw Poll of Initial Recommendations**

Members reviewed and discussed draft recommendations, and generally agreed with all ideas put forth. Further consideration will be given to certain recommendations as to whether they can be combined or moved to another category (short, medium, or long-term), as well as to revised wording.

Ms. Price agreed to follow-up with Grace Denno regarding the posting of solicitation opportunities on the main procurement website. It was suggested that the Task Force review a solicitation at the next meeting to see the exact requirements needed when responding to a bid or proposal.

Ms. Hankins suggested that the County's debriefing process should be more formalized, possibly similar to the Federal government's process.

Noting that some recommendations may be outside of the scope of the Task Force's mission, members agreed to include more specific recommendations pertaining to MFD businesses in endnotes or footnotes.

Mr. Creamer, Ms. Hankins, and Mr. Parra will draft more narrative and more specific language to be included in the recommendations. Additionally, three themes were identified amongst the recommendations: culture, process, and the need for a systematic approach, which would help organization the recommendations.

Members were asked to submit their assigned sections to Ms. Price by August 10<sup>th</sup>. The document will be emailed to members for review prior to the August 13<sup>th</sup> meeting.

The meeting adjourned at 5:42 p.m.

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