

PROCUREMENT POLICES AND REGULATIONS TASK FORCE

MEETING MINUTES

July 2, 2015 – 4:00 p.m.

5th Floor Council Conference Room, Council Office Building

Members Present

Wayne Cobb
Tom Creamer
Buddy Henley
Linda Moore
Daniel Parra
David Robbins, Chair

Member Absent

Eppie Hankins

County Staff Present:

Linda Price, County Council
Mary Anne Paradise, County Council

I. Call to Order and Approval of Minutes

The meeting was called to order at 4:04 p.m. with a quorum of members present. The minutes of the May 21, 2015, meeting were unanimously approved by all Task Force members present.

II. Worksession

Ms. Price informed the group that Bill 5-15 (Health Insurance Preference) and Bill 40-14 (Apprenticeship Training), will be discussed at the joint Government Operations and Fiscal Policy/Health and Human Services Committee meeting on July 16, 2015 and July 23, respectively. She noted that the bill would apply to all contracts subject to wage requirements, and agreed to provide information on the number of preference programs in place and to forward Bill 5-15 and 40-14 to the group for review and comment. Mr. Robbins made a motion to pre-approve any comments that come in from members as speaking for the entire Task Force. The motion was seconded and carried unanimously.

Review of Survey Results

Mr. Cobb suggested leaving the survey open to receive comments, and said he is contacting the Innovation Centers as a way to obtain further input. Ms. Price said the survey was emailed to approximately 10,000 vendors and a press release was issued. To date about 200 responses have been received. Ms. Moore inquired about obtaining access to external best practices to ensure that there is a level of agreement with the recommendations of the Task Force. Ms. Price responded that the Office of Procurement may have access through various memberships with best practice guides. Ms. Price will follow-up with Ms. Moore and work to obtain best practices information. Mr. Parra suggested translating the survey into Spanish; Mr. Robbins suggested asking for open-ended input regarding the procurement process in Spanish. Mr. Parra volunteered to work with the Spanish community on this.

Report Development

The Task Force discussed a possible framework for the report: 1) outlining what the Task Force was asked to do 2) the process used 3) what the Task Force learned including from the within the government, from the survey and Task Force member thoughts 4) reconciliation, which could include best practices and 5) recommendations.

Mr. Cobb suggested the possibility of vetting the report through focus groups, if time is available. The group considered providing the Council, other County departments and vendors advance copies of the report in order to obtain feedback, as well as posting the report on the County website for open-ended comment. As a possible final step, the use of focus groups was suggested to address any gaps in the report. Ms. Moore said the recommendations must be actionable, with specific points.

Ms. Price provided an update on restructuring efforts in the new Office of Procurement. Cheri Branson was appointed as Director of the Office on June 16, 2015. The Procurement Innovation Project report will be issued to the County Executive in mid-September.

III. Next Meeting

At the next meeting, the goal is to complete the “what did we learn” section of the report, including information from inside government, the procurement community, and the depth of effort to gain broad input; as well as policy choices impacting the procurement process, and disconnects. The group will also develop thoughts on reconciliation and recommendations that are specific and actionable.

The Chair asked members to write down what they learned and outline their responses to the above topics.

The next meeting is scheduled for July 16, 2015.

The meeting adjourned at 4:58 p.m.