



MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee Meeting Minutes **Regular Meeting**
Tuesday, September 2, 2014

The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened in a regular meeting on Tuesday, September 2, 2014 at 4201 Ed Bluestein Blvd, Hook & Ladder Room, in Austin, Texas.

Chair Ed Lowenberg called the Board Meeting to order at 5:40 p.m.

Board Members in Attendance:

Ed Lowenberg, Anne Harutunian, Barbra Boeta, Regina Adams, Sheri Marshall

1. APPROVAL OF MINUTES

The minutes for the regular meeting of Tuesday, August 5, 2014 were approved on Committee Member Sheri Marshall's motion, seconded by Committee Member Barbra Boeta, on a 4-0 vote.

2. CITIZEN COMMUNICATION: GENERAL

Aletta Banks, Asian Contractor's Association, spoke about solicitations issued by the Purchasing Office and questioned why amounts are not included in the solicitation language.

3. NEW BUSINESS

- a. Presentation from Apple, Inc., regarding compliance with the City's Third Party Resolution (Resolution No. 20120112-058) and terms of their chapter 380 economic development agreement with the City
There were no representatives from Apple, Inc.
- b. Update from the Purchasing Office regarding a pilot innovation project related to the development of a simplified solicitation procedure for an upcoming procurement in accordance with City Council Resolution No. 20140626-092
Urcha Dunbar-Crespo, Acting Purchasing Officer, and Mark Walsh, IT Data Architect, briefed the committee on the project and responded to questions. The committee asked to be briefed once the stakeholder feedback had been gathered.
- c. Presentation from the Small and Minority Business Resources Department (SMBR) on how National Institute of Governmental Purchasing (NIGP) commodity codes are certified and how they correspond to North American Industry Classification System (NAICS) commodity codes
Elton Price, SMBR Certification Division Manager, provided the committee with a presentation on the commodity code certification process as it relates to the annual and recertification processes and shared next steps on process improvements.

4. STAFF BRIEFINGS

- a.** Update from staff on the status of the Town Lake Metropolitan Park – Auditorium Shores Trailhead project
Veronica Briseño Lara, SMBR Director, provided the committee with a timeline of the project and associated actions by the project participants.
- b.** Update from staff on status on potential financial and payment assistance options for small businesses and minority- and women-owned businesses (MBE/WBEs) in accordance with Council Resolution No. 20131024-055
Ms. Briseño Lara and Kristi Samilpa, SMBR Business Process Consultant, updated the committee on the working groups’ activities and actions on the financial and payment assistant options.
- c.** Monthly report and update from SMBR regarding the Request for Change (RFC), and Council Awards, and Third Party Agreement reports
Ms. Lara reviewed the reports with the committee and responded to questions.
- d.** Briefing from SMBR regarding the Third Party Resolution (Resolution No. 20120112-058) and monitoring and enforcement processes for Third Party Agreements
This item was postponed for the October meeting.

5. AGENDA ITEMS

- a.** Update on Purchasing Office and the no-goals, contract and subcontracting amounts
- b.** Presentation from Apple, Inc., HID Global, or Websense
- c.** Update from staff on the status of the Town Lake Metropolitan Park – Auditorium Shores Trailhead project
- d.** Presentation and update from EDD on the Creative Content Incentive Program
- e.** Update on Library project to include breakout of goals
- f.** Briefing from SMBR regarding the Third Party Resolution (Resolution No. 20120112-058) and monitoring and enforcement processes for Third Party Agreements

6. ADJOURN

Chair Lowenberg adjourned the meeting at 7:56 p.m. without objection.