

MINUTES
MEETING OF THE BOARD OF DIRECTORS
BUSINESS MANAGEMENT COMMITTEE
METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY
September 30, 2020

The Board of Directors Business Management Committee Meeting was called to order at 11:32 a.m., Wednesday, September 30, 2020, via WebEx, Atlanta, Georgia.

Board Members Present

Roberta Abdul-Salaam
Robert Ashe
Jim Durrett
William Floyd
Roderick Frierson **(Chair)**
Jerry Griffin
Freda Hardage
Alicia Ivey
John Pond
Rita Scott

Staff Members Present

Jeffrey Parker
Rhonda Allen
Luz Borrero
Collie Greenwood
Kevin Hurley
Melissa Mullinax
Elizabeth O'Neill
Franklin Rucker
David Springstead
Gena Major
LaShanda Dawkins

Other staff members in attendance: Virgil Fludd, Dean Mallis, Steven McClure, Donald Williams, Torrey Kirby, Jacqueline Holland, Santiago Osorio, Lawrence Graham, Paula Nash, Sean Thomas, Stephany Fisher, Tyrene Huff, Marie Peters

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1. **Approval of August 27, 2020, Business Management Committee Meeting Minutes**

On a motion by Mr. Pond, seconded by Ms. Ivey, the minutes were unanimously approved by a vote of 10 to 0 with 10 members present.

2. **Resolution Authorizing the Modification in Contractual Authorization for the Professional Services and the Purchase of Software for the Implementation of Enterprise Performance Management Planning and Budgeting System for the Office of Management and Budget, RFP P39893**

Torrey Kirby, Director of Technology Application, presented the above resolution for approval. The purpose of the resolution is to allow for continued implementation and integration services and renew 25 user licenses for one year.

On a motion by Mr. Ashe, seconded by Mr. Griffin, the resolution was unanimously approved by a vote of 10 to 0 with 10 members present.

3. **Resolution Authorizing the Solicitation of Proposals for the Procurement of Leave of Absence Administration Services, RFP P47301**

Steven McClure, Director of Human Resources, presented the above resolution for approval. The purpose of the resolution is to solicit a proposal replacing P35334 to expire on May 1, 2020. Services in this contract will include but are not limited to MARTA's medical leave program. MARTA will continue to provide opportunities to improve employee availability, optimize the management of leave programs, and reduce the overall cost associated with leave of absences.

On a motion by Mr. Durrett, seconded by Mrs. Hardage, the resolution was unanimously approved by a vote of 10 to 0 with 10 members present.

4. **Briefing – Contracts, Procurement & Materials this presentation was presented by Jacqueline Holland**

The Board received an update on the following:

- Role of Contracts, Procurement & Materials (CPM)
 - Direct oversight of three branches
 - Contracts
 - Purchasing
 - Materials
 - Responsible for cradle to grave procurement
 - Requisition through payment and closeout of the contract
 - Maintain the integrity of the procurement process
 - Maintain threshold levels for Board and Management Approvals
 - GM's Delegation of Authority
- The Procure-to-Pay-Process Flow – includes 9 interdependent steps (identify need, create requisition, solicitation, vendor selection, contract award/execution, PO creation and approval, receipt of goods/service, invoice/approval and vendor payment)

- How Do We Identify Potential Vendors
 - MARTA Vendor database
 - Vendors from prior contracts
 - User (department) recommendations
 - Diversity & Inclusion (D&I) recommendations
 - Advertise in the AJC, MARTA Website, GA Procurement registry
 - Industry publications
 - • Other transit agencies
 - • Internet search
 - • Industry Day, Pre-Bid/Pre-Proposal Conferences

- General Services Administration (GSA)/ Contracts
 - Minimize the use of GSA and Statewide contracts by directly procuring contracts under the competitive bid process
 - Give notice to the Board of Directors at least one (1) month before bringing the item for approval
 - Limited use of GSA and Statewide contracts will give Diversity and Inclusion (D&I) an opportunity for DBE outreach

- Cost Saving Initiative
 - CPM is collaborating with requesters to utilize the competitive bid process for the General Consultant Professional Services Contract (GCPS)
 - Consolidating the Authority-Wide GCPS contract currently utilizing GSA Contracts
 - Allow competition for better pricing
 - Will utilize a larger pool of vendors
 - Continuing analysis to make changes to FY2022 Budget
 - Department of Safety and Quality Assurance has reduced the number of GCPS consultants to Full Time Equivalent (FTE)
 - Department of Police Services has reduced the number of GCPS consultants
 - Ongoing analysis with other areas to identify resources for full time employees

- Procurement Procedures Improvement
 - Updated Protest Procedure
 - Protest Security
 - Corrected the ambiguity in the protest procedure
 - Updated Work Order Procedure
 - Created an ease of processing work orders
 - Eliminated the work order committee to adhere to a faster timeline
 - Allowed for multi-year work orders to eliminate delays and work stoppage on projects
 - Mandate Safety and Quality Assurance requirements

- Comply with FTA and GDOT
- Ensure Safety and Quality involvement in all procurements

- Automation of Business Processes
 - CPM along with Finance, Information Technology, Capital Programs and Training have been involved with completing the Encumbrance Process
 - Comply with FTA requirements
 - Fully implemented in July 2020
 - Avoid budget overspend by obligating funds with requisitions
 - Allows for funds checking from the Requisition through Payment
 - Contracts Management System
 - Eliminates manual procurement process to reduce errors and automate contract processing
 - Provide for an ease of reports on Purchase Orders and Contracts
 - Provide visibility on Contract spend and access to the entire contract history
 - Faster access to information

- CPM and the COVID-19 Impact
 - Procured and stocked inventory with Personal Protective Equipment (PPE) Face Shields, Masks, Hand Sanitizers, and Gloves for distribution to employees and patrons
 - Procured cleaning supplies to clean and sanitize the stations' rail cars and buses
 - Procured 1178 shields to install in MARTA's buses
 - Awarded heavy cleaning cContracts to eight contractors
 - Under the GM's emergency procurement procedure

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Adjournment

The meeting adjourned at 12:01 p.m.

Respectfully submitted,

Marie Peters
Assistant Secretary to the Board