

CITY OF SAN DIEGO, CITIZENS EQUAL OPPORTUNITY COMMISSION

Contracting and Bidding Processes Improvement Subcommittee

MEETING MINUTES

MEETING DATE: 3.12.15 / 8 AM

SUBMITTED REPORT TO STAFF: 3.25.15

IN ATTENDANCE: Laura Warner, Kristine Custodio, Lan Jefferson

MEETING MINUTES APPROVED: February Meeting – done by email

OLD BUSINESS:

1. Request that DPW and P& C add timelines to bid and contract process diagrams. Requested 2014. Huron Efficiency Analysis should be conducted for DPW as it was for P & C and need Huron report presentation from P & C. Original request 1.6.15.
2. Requested copy of P & C quarterly report that went to Budget and Efficiency Committee in December 14. Original requested 1.6.15
3. Committee members reviewing committee goals and objectives to add more accountability recommendations and to add a goal for increased participation of E/SLBEs.
4. Discussed what works or doesn't work with the current As-needed Consultant list.

NEW BUSINESS

- Recommend add to Commission's Annual Report & Quarterly Reports:
 - Quarterly Report: Provide data that is already being provided about contract awards and also for the spend. Add a one page summary from each Subcommittee.
 - Annual Report: Would have an Executive Summary, a summary of the data and an attachment of all the quarterly reports as well as other previously required items.
- Add BCA as agenda item for next meeting as an information item – **KC to request**
- Updated the Committee Goal – see attached

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- Request a presentation about the Consultant As-needed list and As-needed Departmental Contracts – **LW to request.**
- Action Item: Request that DPW provide timeline with process diagrams at 4.1.15. Commission Meeting Presentation. **LJ to request.**
- Action Items: Requested copy of P & C quarterly report that went to Budget and Efficiency Committee on December 14. Requested 1.6.15 – **KC to request**