

CITY OF SAN DIEGO

CITIZENS EQUAL OPPORTUNITY COMMISSION

Contracting and Bidding Processes Improvement Subcommittee

MEETING MINUTES

MEETING DATE: 6.18.15 / 8 AM

SUBMITTED REPORT TO STAFF: 6.23.18

IN ATTENDANCE: Laura Warner, Kristine Custodio, Lan Jefferson, Susan Jester

MEETING MINUTES APPROVED: done by email

OLD BUSINESS:

1. Items requested of staff – prioritize follow-up based on quarterly goals assessment:
 - DPW and P& C add timelines to bid and contract process diagrams. *Requested 12.14/ requested again by LJ on 3.15 for an April 15 Presentation*
 - 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. Requested KC requested again in March*
 - Copy of P & C quarterly report that went to Budget and Efficiency Committee in December 14.
 - *Original requested 1.6.15.*
 - Recommend adds to Commission' s Annual Report & Quarterly Reports: *Made Request to Commission at February 2015 Meeting. No motion made at that time – just discussion.*
 - 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.
 - Request a presentation about the Consultant Rotational list and As-needed Departmental Contracts – *LW to requested April 21, 2015*
 - Review Orientation Process for new Commissioners – *LJ requested this for April 15 meeting topic.*
 - Requested that Labor present their process, policies and protocols related to consultant contract processing

NEW BUSINESS

- Mayor' s meeting follow-up – write draft letter (KC)

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- Summary of Issues that need to be resolved with contracting – id what is working and not working.
- Disparity study
- CEOC Ordinance change to include women and DVBE
- Develop Quarterly Goals for Subcommittee – What are the most pressing issues to tackle this quarter:

1. Focus on improved communications to stakeholders when changes happen in the bid and contracting process – find out from staff what changes have been made to the bid and contracting process, summarize them and coordinate with Communications and Outreach subcommittee to communicate these to small business community

2. Need to understand what small businesses are experiencing with the bid and contract process to figure out how to reduce barriers: Engage a small cross section of the small business community about what is working or not working with the bid, negotiation and contracting process. Encourage them to testify to the CEOC commission and the Budget and Efficiency Council Committee or provide anonymous testimony that is summarized in a memo. Conduct a follow-up meeting with the Mayor' s office to provide small business input. **(Joint effort)**