MINUTES OF THE
DBE & DEVELOPMENT COMMITTEE MEETING OF THE
CONVENTION CENTER AUTHORITY OF THE
METROPOLITAN GOVERNMENT OF NASHVILLE &
DAVIDSON COUNTY

The DBE & Development Committee Meeting of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) was held on June 19, 2014 at 9:03 a.m., in the Administrative Board Room of the Administrative Offices at the Music City Center, Nashville, Tennessee.


DBE & DEVELOPMENT COMMITTEE MEMBERS NOT PRESENT: Leo Waters and Marty Dickens, Ex-Officio

OTHERS PRESENT: Charles Starks, Elisa Putman, Jasmine Quattlebaum, Charles Robert Bone, and Joe Steele

The meeting was opened for business by Committee Chair Vonda McDaniel.

ACTION: Luke Simons made a motion to approve the DBE & Procurement Committee minutes of January 31, 2013. The motion was seconded by Mona Lisa Warren and approved unanimously by the committee.

Jasmine Quattlebaum was asked to give an overview of the DBE program and recommendations and there was discussion. (Attachment #1)

ACTION: Francis Guess made a motion that the DBE & Development Committee recommend to the full Authority Board that the procurement policy be amended to provide for the combination of the procurement non-discrimination program requirements with the small business incentive for procurement evaluations. The motion was seconded by Luke Simons and approved unanimously by the Committee.

The Committee discussed further evaluating the possibility of providing a pricing discount option for SWMBE prospective vendors.
There was additional discussion about the procurement policy and processes.

Denotes departure of Francis Guess

There was closing discussion and with no additional business a motion was made to adjourn, with no objection the DBE & Development committee of the CCA adjourned at 9:54 a.m.

Respectfully submitted,

[Signature]

Charles L. Starks
President & CEO
Convention Center Authority

Approved:

[Vonda McDaniel's signature]

Vonda McDaniel, Committee Chair
CCA DBE & Development Committee
Meeting Minutes of June 19, 2014
Music City Center DBE Overview

I. Construction DBE vs. Operation DBE
II. Procurement Process
III. Current Certification Requirements
IV. Recommendations/Opportunities

Construction DBE vs. Operations DBE

- **Construction**
  - Dymall ($1.2M)
    - 9 Prince Builders 2 DBE
    - 1 DBE
    - 1 DBE
  - Mechanical/Plumbing ($33.5M)
    - 5 Prince Builders 2 DBE
    - 1 DBE
    - 1 DBE
    - 1 DBE
  - Painting ($5.1M)
    - 2 Prince Builders 2 DBE
    - 3 DBE
    - 1 DBE
    - 3 DBE
  - Parking Control Equipment ($381K)
    - 2 Prince Builders 2 DBE

- **Operations**
  - Security (Medical Technician $100K)
    - 3 Prince Builders 2 DBE
    - 1 DBE
    - 1 DBE
  - Event Security ($75K)
    - 4 Prince Builders 2 DBE
    - 1 DBE
    - 1 DBE
  - Housekeeping Services ($300K)
    - 9 Prince Builders 2 DBE
    - 1 DBE
    - 1 DBE
  - Temp Labor ($200K)
    - 6 Prince Builders 2 DBE

MCC Operations Procurement Process

- Identify/Research
  - Scopes/Services
  - Capacity
  - Certification
Scopes/Services: Construction vs. Operations

- Construction Scopes
  - Elevators/Escalators
  - Mechanical/Pumbing
  - Electrical
  - Landscaping
- Coordination and/or installation of materials
- Operation Purchases/Services
  - General Purchases/Services
  - Industrial Supplies
  - Linen Rents
  - exon Services
  - Office Supplies/Paper
  - Pouring Rights
  - Electrical
  - Exterior/Interior Landscaping
- Purchase, repair, maintain, and/or replace

Capacity

- Department needs/requirements
- Size of the service
- Intricacy of service

Certifications

- Must have certifications from one of the following agencies
  GOBE
  MTA
  TDOT
  MNA
  SBA - 8a only
  TMSDC
  NWBOC
  WBENC
  Metro Small Business
- Registered in Metro’s iSupplier as DBE vendor

Common Certifications Requirements

- Completed Application
- Review of the company’s ownership including, but not limited to, financial statements, by-laws, charter stock certificates, lease agreements, salaries of owners, number of employees, licenses/authorities etc.
- Must be already established and have a business license
- The firm must meet ownership criteria
- Participate in annual reviews and updates as required
- On-Site visits

Request for Goods/Services

- Reserve Procurements
- Segment Out Services
- Evaluation Consideration

DBE Bid Evaluation

- Procurement Non-Discrimination Program
  - Contact at least three (3) Minority or Women owned business
  - Good Faith Effort
  - Signed Affidavit with proof of outreach
- SBE Incentive
  - Receive evaluation points for commitment
  - Small and Service Disabled Veteran businesses only
  - Prime Bidder can receive points if qualified as SBE/SDVBE
- Required
- Optional
MCC DBE Program Opportunities

- Review current procurement policy
  Combine PNP/SBE Incentive for RFP evaluations
  Pricing discounts for SBE suppliers
- Conduct quarterly DBE Informational Sessions
  Utilize social media
  Qualification Application
- Increase relationships with various chambers
- Annual DBE Luncheon
- Long Term: Business Development/Mentorships

DBE & Development Committee

June 19, 2014