AGENDA

Procurement Innovation Council (PIC)

October 30, 2024 - 1:30 p.m. – 3:00 p.m.

Broward County Governmental Center Building
115 S. Andrews Avenue, Room 430
Fort Lauderdale, FL 33301

1. Call to Order

2. Recap of Minutes & Action Items

   - P-Card Increase Thresholds
   - ChatBot
   - RFP Business Process Re-Engineering
   - Broward Procurement & Surplus Property Manual (BPSPM)

3. PIC Council Member input/suggestions/topics for future meetings

4. Open Discussion

5. Adjourn

Link to PIC Webpage:
https://www.broward.org/Purchasing/Pages/procurementInnovationCouncil.aspx

RECAP OF MINUTES & ACTION ITEMS

PROCUREMENT INNOVATION COUNCIL (PIC) MEETING

Wednesday, July 24, 2024 - 1:30 p.m.

PIC Council Members Present:
Bob Gleason, Director, Purchasing Division, Chair
Monica Cepero, County Administrator, Council Member
Mark Gale, Director, Aviation Department, Council Member
Domenic DiLullo, Director, Enterprise Technology Services, Council Member
Leonard Vialpando, Director, Resilient Environment Department, Council Member
Dan West, Parks & Recreation Division, Council Member
Trevor Fisher, Director, Public Works Department, Council Member
Joseph Morris, Director, Port Everglades, Council Member (Virtual)
Sandy-Michael McDonald, Director, Office of Economic & Small Business Development, Council Member
Rene Harrod, Deputy County Attorney, on behalf of Andrew Meyers, Deputy County Attorney, Council Member

PIC Council Members Absent:
George Tablack, Chief Financial Officer, Finance & Administrative Services Department, Council Member
Coree Cuff Lonergan, Director, Transportation Department, Council Member

Delegates or Representatives Present:
Glenn Wiltshire, Deputy Director, Port Everglades, Interim Council Member,
Andrea Celina Saucedo, Assistant Director, Aviation, Delegate
Leah Brasso, Enterprise Director Finance, Port Everglades, Delegate

County Staff Present:
Kimm Campbell, Deputy County Administrator
Kevin Kelleher, Assistant County Administrator
Connie Mangan, Assistant Director, Purchasing Division
Vince Ruddy, Chief Negotiator, Purchasing Division
Purchasing Managers/Purchasing Division: Christine Shorey; Sonia Lovett; Carolyn Messersmith; Jose Hidalgo; Jeannette Ferrell; Danea Cohen-Ebanks; Leahann Licata
Rita Durocher, Assistant to the Director, Public Works Department
Administrative Team/Purchasing Division: Lucy Garcia, Administrative Officer; Alexa Francis-House, Senior Program Project Coordinator; Deborah Storme, Senior Administrative Officer; Shandreka Lopez, Administrative Coordinator

Vendor Attendance (Virtual):
Lorna Osborne (Owner) of Comfort Care Nursing Professionals (CCNP) & Amir Jamkhu, Company Representative

1. Robert Gleason, the Chair, started the meeting at 1:17 p.m. and roll call was conducted. The meeting was held with 9 council/delegate members attending in-person; 1 council member attending virtually; 2 council members were not present.

2. **Notes from PIC Meeting:**
   1) Monica Cepero, County Administrator: Opening remarks
   2) Bob Gleason: Intro, PIC operations
   3) Broward County Procurement and Surplus Property Manual:
      a. Lenny Vialpando suggested using a chat bot to help people find information in Manual, referencing similar initiative for County Website that Innovation Team is working on. Rene Harrod suggested that CAO could help develop appropriate disclaimer for this functionality.
      b. Mark Gale: Inquired on how “best practices” were determined; Bob provided explanation

2. **Notes from PIC Meeting: (Continued)**

4) Business Process Re-Engineering for RFP's:
   a. Dominic DiLullo and Dan West have experience with prior BPR exercises, willing to assist with this one.
   b. Trevor Fisher expressed interest in going after "low hanging fruit," cited the possibility of raising P-Card limit from $3,500 to a higher number based on inflation over the past 10 years. He also mentioned quarterly project management meetings, suggested that related information be shared with the group.
5) Glenn Wiltshire: time = money, need to move procurement faster, provide training to staff.
6) Monica Cepero: suggested finding way to avoid having small issues lead to large impacts, referred to recent experience. Idea of modifying process/language/rationale as needed to avoid getting hamstrung by minor issues.

3. **Action Items:**
1) Distribute draft version of Manual to PIC for feedback(via Teams), prior to next PIC meeting.
2) Follow up on possible adjustment to P-Card threshold.

There being no further business before the Council, the meeting adjourned at 3:11 p.m.

Hand-Outs & Overview Presentations at the Meeting:
1. Agenda.
2. Overview on 2024 Procurement Plan for Innovation (10 Innovations)
3. Overview on Broward procurement & Surplus Property Manual
4. Overview on BPRO
5. Overview on Broward Certified Contracting Officer (BCCO) Program

Plan for Innovation

Briefed on 3/13/2023

- Procurement Innovation Council (PIC)
- RFP Business Process Re-engineering (BPR)
- Broward Procurement & Surplus Property Manual (BPSPM)
- Broward Certified Contracting Officer (BCCO) Program
- Structured Agency Delegations and Standards
- Vendor Management Office (VMO)
- Broward Vendors Manual
- Broward Certified Vendor (BCV) Program
- Broward Strategic Sourcing Initiative (BSSI)