

METROPOLITAN COUNCIL
390 North Robert Street, St. Paul, Minnesota 55101

REGULAR MEETING OF THE MANAGEMENT COMMITTEE
Wednesday, November 14, 2007

Committee Members Present Roger Scherer-Chair; Lynette Wittsack-Vice Chair; Sherry Broecker, Tony Pistilli;
Mary Hill Smith; Tony Pistilli; Kris Sanda

CALL TO ORDER

A quorum being present, Committee Chair Roger Scherer called the regular meeting of the Council's Management Committee to order at 2:30 p.m. on Wednesday, November 14, 2007.

APPROVAL OF AGENDA AND MINUTES

It was moved by Tony Pistilli and seconded by Lynette Wittsack to approve the agenda for the November 14, 2007 Management Committee meeting. *Motion carried.*

It was moved by Tony Pistilli and seconded by Kris Sanda to approve the minutes for the October 24, 2007 Management Committee meeting. *Motion carried.*

BUSINESS

2007-385 2008 Sole Source Procurement of Maintenance Services for Software and Hardware

Dave Hinrichs, Chief Information Officer, and Rich Halsted, Manager of Contracts and Procurements, presented this item to the Committee. It was moved by Lynette Wittsack and seconded by Tony Pistilli that the Metropolitan Council authorize the Regional Administrator to make ongoing maintenance and support service payments on a sole-source basis for installed software and hardware, with the services to be procured from the vendors listed on the *2008 Information Services Sole Source Vendor List* up to the amount listed. *Motion carried.*

INFORMATION

Information Services Update

Dave Hinrichs, Chief Information Officer, presented this item to the Committee. He provided background information about Information Services, its Mission, Guiding Principles, current support services, infrastructure hardware, percentage allocations of hours worked by division and type of work, 2006 IS projects, Metropolitan Council Business Applications and departmental resources. He also discussed Information Services' future goals and initiatives.

Tony Pistilli recommended that a report on Information Services efficiencies, and other departmental efficiencies, be given to the Management Committee in early 2008. Mary Hill Smith suggested that Information Services do an analysis comparing the cost and feasibility of providing Council Members with laptop computers versus continuing to provide paper copies of business items and report back to the Management Committee in January 2008.

2007-371 Review of Council Procurement Policy

Richard Halsted, Manager of Contracts and Procurements, and Chris Gran, Director of Purchasing, presented this item to the Committee. In July 2006 an overview of the Council's Procurement Policy and Procedures was presented to the Metropolitan Council. At that time, it was determined that the Management Committee would review the Procurement Policy, at the discretion of the Management Committee Chair – at least every four years. This information item satisfies that requirement.

Sherry Broecker requested more information on federal procurement regulations and requirements at a future meeting of the Management Committee.

2007- 386 Quarterly Procurement Summary

Richard Halsted, Manager of Contracts and Procurements, summarized procurements for the Third Quarter 2007. The report gave a breakdown of the number of procurements executed during the reporting period grouped by value, and details of all procurements which have a value greater than \$100,000, but less than or equal to \$250,000. The summary is listed below:

Summary of Procurements

Dollar Amount Range	Number of Procurements	Percent of Value	Total Value
Up to \$2,500	3796	1.5%	\$2,076,774
\$2,501 – \$50,000	575	4.0%	\$5,637,016
\$50,001 – \$100,000	26	1.4%	\$2,004,054
\$100,001 – \$250,000	10	1.1%	\$1,575,471
Greater than \$250,000	222	91.9%	\$128,376,652
Total	4429	100%	\$139,669,967

Lynette Wittsack requested to see a report showing the year-end cumulative breakdown of procurements at an upcoming meeting. Discussion ensued regarding documentation and evaluation processes for historical vendor performance.

2007-384 Inclusion of Disadvantaged Business Enterprises

Wanda Kirkpatrick, Director, Equal Opportunity gave an update of the mid-year/end-year summary of Disadvantaged Business Enterprises (DBE).

Wanda Kirkpatrick reported that the Metropolitan Council's DBE utilization achieved for the First and Second Quarters of 2007 is 14.07%, and is on target to achieve the overall 2007 DBE goal of 17%. In FFY 2006, the overall DBE utilization achieved was 16% of a 16.5% goal.

In addition, Metropolitan Council continues to lead all state recipients in goal achievement for EPA-PFA funded projects.

OTHER BUSINESS

No items.

ADJOURNMENT

The Management Committee Meeting was adjourned at 3:52 p.m.

Respectfully submitted,

Trudy M. Aldrich
Recording Secretary