



CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



LBEAC February 1, 2018 Meeting Minutes

1. Call to Order

Co-Chair Choy-Sommer called the meeting to order at 10:03 a.m.

Committee Members present: Emylene Aspilla, Juliana Choy-Sommer, Darolyn Davis, Alaric Degrafinried, Boris Delepine, Elahe Enssani, Bruce Giron, Alan Guy, Dwayne Jones, Iris Martin-Lopez, Ruben Santana

Committee Members Absent: Matthew Ajiake, Miguel Galarza, Virginia Harmon, Wayne Perry

Staff Present: CMD: Romulus Asenloo, Regina Chan, Andrea Chicas, Nichole Truax

Other City Personnel: Julie Ansell, Controller's Office; Jennifer Blot, Public Works; David Bui, Public Works; Nicolas King, Public Works; Veronica Ng, PUC

Public Present: Herman Badgett, RDJ Enterprises

2. Best Value Public Works Procurement Update

- a. The Best Value Public Works Procurement is different from the new evaluation process.
 - i. The evaluation is mandatory for all projects over the threshold amount and will be slowly rolled out. The online application for the evaluation is currently being built.
 - a) A demonstration of the online application is available to those who are interested. Please contact Nicolas
 - ii. The Best Value contracting process is optional; MTA was the first department to advertise a project that would implement the best value contracting procedures.

3. Project Labor Agreement Update

- a. There have been some changes among elected officials at City Hall so no meetings have been called on the legislation. The legislation has not moved into a committee and no formal amendments have been made to the legislation.
- b. Mark Farrell, as a supervisor, has heard the stakeholders' concerns about the proposed legislation. No other meetings have followed as of date.

4. Approval of Meeting Minutes

- a. Iris Martin-Lopez, seconded by Dwayne Jones, moved to approve the LBEAC Meeting Minutes of December 7, 2017. The motion carried by the following vote:
 - i. Ayes: Aspilla, Choy-Sommer, Degrafinried, Delepine, Enssani, Giron, Guy, Jones, Martin-Lopez, Santana

5. Financial Systems Replacement Project Update

- a. Julie Ansell from the Controller's Office presented an update regarding the Peoplesoft system.
 - i. As of February 1, 2018, over 200,000 invoices have been paid.

- ii. Delays in payments are due to the transfer of data or the funding source, not because of the functionality.
 - iii. Top priority of the F\$P team is to ensure timely payments. The internal deadline for total stabilization is June 30, 2018.
 - iv. Second priority is to develop an interface that is easier to navigate.
 - b. If a payment is delayed, first contact the contracting department. Contact the invoice processor for the contract or contact the project manager.
 - c. If a payment has been late more than 60 days, submit a ticket to F\$P and label it as "Late Payment."
 - d. The F\$P Help Desk can be reached at (415)994-2442. The F\$P support team is located at 1155 Market Street, on the sixth floor.
6. Updates from San Francisco Public Works
- a. David Bui presented on Public Works' contracts, which include all public works contracts for the General Services Agency.
 - b. As mentioned during the F\$P update, Public Works is one of the departments experiencing challenges due to the new financial system, particularly in issuing payments to contractors.
 - c. Public Works engineering staff must consider if the scope of work would allow the work to be contracted as a micro LBE set-aside contract.
 - d. Public Works is making an effort to outreach to contractors by holding workshops at the Contractors Assistance Center.
 - e. Arborists and concrete contractors are needed for upcoming contracts.
 - f. For information regarding opportunities with Public Works, contact Deputy Director of Communications, Jennifer Blot.
7. LBEAC's Exposure to City Departments and Elected Officials
- a. Members acknowledged Mayor Lee's contributions to the LBE program.
 - b. Some City officials do not understand the 14B Ordinance, the policy, or its value to the City.
 - c. Members were asked to mention the LBEAC if already in contact with City officials and to invite aides to the LBEAC meetings.
 - d. A road trip to meet with each supervisor was suggested.
 - e. Currently, there are no formal channels with the Chamber of Commerce of the Small Business Commission, two groups that share parallel goals with the LBEAC.
8. Staff Reports/Updates
- a. LBEs were surveyed regarding the businesses' access to capital and topics that would be of interest to the LBEs.
9. Suggestions from the Committee
- a. Suggestion to empower contracting departments to increase the number of micro set-aside contracts.
 - b. SFPUC is hosting its Contractors' Breakfast on May 12. SFPUC's Women's Expo will be on November 2.
10. Adjournment
- The Committee adjourned at 11:59 p.m.