

# Small Business Regulatory Advisory Con

## CITY OF ALBUQUERQUE



**Chair:**  
Anthony Trujillo  
**Vice Chair:**  
Steven Garcia  
**Ex-Officio Commissioner:**  
Gary Oppedahl

**Commissioners:**  
Romero

Alex

Don

Kaufman

Beverly Chavez

Larry

Rainosek

Scott

Throckmorton

**MINUTES**  
May 17, 2016

from

**ATTENDEES:**

**EXCUSED:**

**STAFF:**

**GUESTS:**

Anthony Trujillo  
Steven Garcia  
Alex Romero  
Larry Rainosek  
Beverly Chavez  
Don Kaufman

Scott Throckmorton  
Donna Griffin

Gary Oppedahl  
Dora Dominguez  
Jenny Walters

Olivia Padilla-Jackson  
Suzanne Lubar  
Tim Skelton  
Vincent Quijano  
Ramona Martinez

The meeting was called to order by Chairman Trujillo at 7:36 a.m.

There were no additions/deletions to the agenda.

The April 19, 2016 minutes were approved by the Commission.

MOTION BY COMMISSIONER ROMERO  
SECOND BY COMMISSIONER GARCIA  
MOTION CARRIED UNANIMOUSLY

WELCOME AND INTRODUCTION - Anthony Trujillo, Chairman

### PRESENTATION-CITY PROCUREMENT PROCESS AND LOCAL/SMALL BUSINESS

- Gary Oppedahl, City EDD, provided the framework and context for SBRAC and its request to better understand the City Procurement process and how SBRAC can best move small business forward in the City and as a collaborative effort with City and small businesses working together. Purpose of presentations is to understand in a general framework the work of both the City Procurement and City Planning Departments. Chairman, Trujillo, reiterated his support of Small Business procurement efforts at a statewide level with SB2 (Small Business Contracting Set Aside). How to best support our resident business community in Albuquerque is an effort remains and agreed basis for SBRAC moving forward....
- Ramona Martinez, City Chief Procurement Officer and Olivia Padilla-Jackson, Deputy Director, Finance & Administrative Services, provided an overview and general policy and procedures with regards to small business procurement. SBRAC has requested a presentation about City Procurement Regulations specific to any programs or efforts that set a small business or local company preference. Efforts to insure small and local businesses thrive in the community.

The overview of the City's Procurement process and the preferences was the focus of the presentation. A PowerPoint Handout was distributed to the group of the presentation provided).

Presentation title, "Doing Business with the City of Albuquerque."

- The City has an annual operating budget of approximately \$900M in its general and special revenue funds.
- Albuquerque is the 35<sup>th</sup> largest city in the US with a population of over 500,000 and nearly 900,000 in the metro area.
- The City's Purchasing Division is the central purchasing authority for all purchases with the exception of public works contracts. Purchasing Division purchases more than \$1M worth of products and services annually. Major construction is handled by the Capital Implementation Program Division.
  - CIP - and all Public Works Projects are administered under the City's Metropolitan Redevelopment Department
- City methods of procurement include: Small Purchases, Exempt Purchases; and Sole Source Purchases and Emergency Purchases
- How much the City spends per commodity code and business will be available under the next phase of People Soft purchasing software program. The new system will allow City to process all purchases electronically. The new system will also allow the City to identify local purchases. Currently the system cannot identify the amount of Local Spending.
- City Competitive Bid Process - is administered through a third party electronic bidding process through Sicomm.net on all its solicitations. To receive notifications, suppliers must be registered on the system by registering on the site at: <http://www.cabq.gov/dfa/purchasing/solicitations>
  - Currently 9,000 registered vendors on the Sicomm.net. The system alerts vendors once a commodity code they've registered is indicated as part of request for proposal/bid.
  - All registered vendors must complete and upload a Pay Equity Reporting Form. The pay equity form is available at <http://www.cabq.gov/womens-pay-equity-task-force-instructions>
  - Bid Preferences are: small/local business (5%), pay equity (5%); resident business; resident contractor; resident veteran business; resident veteran contractor
  - How the City tracks the success of its purchasing preferences is currently limited and would be a manual process if the City wanted to track until the new system upgrade is implemented.
  - The preference ordinance has a cap of no more than 10% of bid preferences... The discussion of whether the preference is a subsidy verses the multiplier of spending locally with the multiplier as a truer number of the positive impact of local spending...
  - How City preferences could model federal procurement small business preference purchasing system along with an update on state legislation effort to set state local purchasing percentages. as intended with introduced legislation (SB2).
  - The priority of the small business community is discussions for SBRAC to identify next steps moving forward. City Purchasing offered provide assistance to support SBRAC need for date as required to support those efforts.
- Update on the City's efforts as part of the Anchor Institution as part of the Democracy Initiative being spearheaded by UNMH was provided by Gary Oppedahl. The effort includes more than preference but instead creating priorities to support local resources, communities and workforce to benefit the local community... EDD representative on the initiative is Dora Dominguez

NOTE: *Each preference has a separate requirement*

PRESENTATION-CITY BUSINESS REGISTRATION PROCESS

Suzanne Lubar, City of Albuquerque Planning Director, Tim Skelton, Planning Department Admin and Vincent Quijano, Department of Technology and Innovation

- Overview of EPlan system for construction plan uploads and approvals. Prior to EPlan all plans requiring approval were paper plans, which were routed through a host of departments for approvals
- Overview of POSSE LMS - New City software program that will handle an electronic means for approving: Building Safety; Code Enforcement, Special Events Permit Registrations and Business Registrations
- Moving Business Registration under Planning Department is viewed a positive step and will allow for businesses to be next door to the Planning Office and will allow the business know if what they are proposing to provide with respect to business services, products and location...
- New system will also send business registration reminders electronically
- What it requires to register a business and the inspection process will be streamlined and remove unnecessary steps.
- A full demonstration of POSSE TMS was provided to SBRAC by Vincent Quijano.
- Next module/upgrade for POSSE LMS is due July 2016.

FINAL DISCUSSIONS-REQUEST TO DISCUSS BOTH PRESENTATIONS AT THE NEXT SBRAC MEETING ON JUNE 21, 2016

Meeting adjourned at 9:06 a.m.

MOTION BY COMMISSIONER GARCIA  
SECOND BY COMMISSIONER RAINOSEK  
MOTION CARRIED UNANIMOUSLY

Minutes submitted by: \_\_\_\_\_ Date \_\_\_\_\_  
Dora Dominquez

Minutes approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Anthony Trujillo, Chairman