



**Procurement Workgroup Meeting  
City of Spokane**

<i>Meeting Information</i>			
Meeting Name	Procurement Work Group	Meeting Date	05/29/08
Meeting Purpose	2 <sup>nd</sup> meeting	Start Time	10:40am
		Location	City Hall conference hall 3B
		Meeting Leader	Geoff Glenn

<i>Attendees</i>			
Name	Team, Company	Expected	Attended
W. Wright Alcorn		X	
Brain Pangrle			
Susanne Croft	Sustainability Coordinator, Office of the Mayor	X	X
Thea Bremer	City Purchasing	X	X
Connie Wahl		X	
Mary Carr	Spokane CC	X	X
Tiara Schmidt	SRTC, Eastern Washington Unversity	X	X
Ann Murphy	Education Specialist, Regional Solid Waste Systems	X	X
Debora Bisenius	Environmental Analyst, Environmental Programs	X	
Kathy Nitteberg	Supply Chain Manager, Avista	X	X
Mike Broemeling		X	
Jim Wavada	Dept. of Ecology	X	X
Lauren Lenney	Environmental Studies, Gonzaga University	X	X
Geoff Glenn	Hazardous Waste Coordinator, Solid Waste Management	X	X
Sue Patterson	Desktop Specialist, MIS	X	X
Bill Rickard (for D. Bisenius)	Environmental Analyst, Environmental Programs		X



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<i>Agenda</i>				
Item #	Start Time	Duration (minutes)	Agenda Item	Person Responsible
	10:40am	10minutes	<p>Group board on Google: All files will be posted to link. First file posted will be documented as draft one. Any modifications will be documented with modification date and modifier's initials. Noted that we should create a policy on modification specifications.</p> <p>Suggested to build a library of resources on the site. Concern expressed about not just posting the website, but where to find the necessary information within the site.</p> <p>Question rose about how to use the site. Possible demonstration next meeting.</p>	Geoff Glenn
	10:50am	5 minutes	<p>Agenda for each meeting. Suggestions [Jim] Today: Discuss support tool Create a logical division of work: research</p>	Geoff Glenn
	10:55am	14 minutes	<p>Group overview Workgroup assessment tool debrief:</p> <ol style="list-style-type: none"> <li>1. Risks</li> <li>2. Rank actions (and solutions)</li> <li>3. Suggested actions: work group goal is to come up with the widest set of ideas.</li> <li>4. Score actions on impact analysis matrix</li> </ol> <p>Impact analysis matrix:</p> <ul style="list-style-type: none"> <li>• Primary considerations</li> <li>• Triple bottom line</li> <li>• Feasible considerations-just as a check/negative indicator (the task force will then address the check mark when developing the solution).</li> <li>• Add suggestions under comments.</li> </ul>	Susanne



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			<ul style="list-style-type: none"> <li>• Total impact score of actions</li> <li>• Establish front end costs</li> </ul> <p>Then plug in to make a scatter chart depicting benefit/cost analysis</p>	
	11:09am	14 minutes	<p>Update status on previous Action Item: Last meeting created a brainstorm of solutions and problems. Then we isolated what we need to know to accomplish these goals- What do the things we spend money on look like? What are our current problems?</p> <p>Purchasing Policy: List of what we buy (accounting staff) Lauren Lenney's Iceland/Sweden contact: "Biggest mistake cities make is to go after small spectrum picking only some products, without having a true and accurate inventory of <i>everything</i> (min and max) city purchases." Have to define everything, because it's not always what you buy most of, or what is most expensive that is causing the problem. Need to look at everything before focus approach to 100 purchases.</p> <p>Need criteria for 100 purchases?</p> <p>[Jim] Product profiles: ecology website (post to google group link)</p> <ul style="list-style-type: none"> <li>• Product fact sheets will help create this criteria</li> </ul> <p>[Geoff] Citywide inventory *Contact purchasing Have to know what you want to pull out of database- have to pull by vendor, can't pull individual products</p> <p>Identify what we are buying and its immediate impact: Impact could be carbon emissions when transporting, especially with overnight shipping. Or the use of oil in manufacturing.</p>	Geoff Glenn



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			Need to rank the material we are contracting for	
	11:25am	7 minutess	<p>Fiscal benefits to buying local- create criteria:</p> <p>Can't specify that you buy local: Word specific, justify differentiation (Joint purchases) Create specifications that all can bid on (not just local). For example, how much is cost related to shipping? Lowest bid then becomes a tiered selection process: cost/sustainability/oil reliance/etc.</p> <p>[Geoff] Create a matrix for the <i>best</i> bidder NOT the <i>lowest</i> bidder</p> <p>Example: Financial advantage to environmental green building- It's more expensive, yet more cost beneficial What <i>is</i> the cost? – Life cycle of the product (recycle v. landfill) It's not the cheapest but reduces liability This is happening product by product by product at the state level</p> <p>Total costs: "The Story of Stuff" youtube video Greenspokane.org</p>	Susanne
	11:32am	13 minutes	<p>Not top 100 products: Products with effect on greenhouse gasses Q: Need criteria to choose what products to look at? What are the impacts of products? -we don't have the times in the 3 month span of the work group Start with target goal. Begin with grouping items</p> <p>Suggestion: <a href="http://www.mckinsey.com">www.mckinsey.com</a> 250 greenhouse gas impacts</p>	Geoff/Susanne



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	11:45am	5 minutes	<p>Research: Purchasing/Centralized purchasing system Find information- model/practice of other municipalities</p> <p>Use a department as a pilot/model Then apply to other departments *Don't try and tackle the whole city What functions of city government have the biggest impact? For example, if we are to look at office supplies purchased, we use the library as our dept. model We look at the dept. that has the highest level output</p> <ol style="list-style-type: none"> <li>1. What we purchase</li> <li>2. Policy of what is purchased</li> </ol> <p><b>Agenda 6/5: Fully review the purchasing policy as it stands</b></p>	Geoff/Susanne
	11:50am	20minutes	<p>Vision statement: Brainstorm what an ideal sustainable Spokane will look like in 30 years. What prevents us from getting there? What we see in procurement in Spokane in 30 years:</p> <p>*Running dialogue on vision statement</p>	Susanne
	12:10pm	5 minutes	<p>Recap Action Items and Decisions Made</p> <p><b>Agenda 6/5: Post what you would like to discuss at next meeting on the website. Purchasing policy review (know what we have before we find other policies). Independent research to share at next meeting.</b></p>	Geoff Glenn
	12:15 end time		Adjourn	