

**Charter Review Committee:
Procurement and Purchasing Subcommittee Meeting
March 16th, 2018
8:30 AM**

Minutes:

Meeting Attendees:

- | | |
|--------------------------|--------------------------|
| • Ernst Valery | • Harriette Taylor |
| • Navin Dass | • Alex McGuire (Call-In) |
| • Jacob Wittenberg | • Dominic Lamartina |
| • Michael Schrock | • Elena DiPietro |
| • Erin Sher Smyth | • Laetitia Griffin |
| • Becca Scharf (Call-In) | |

Topics Discussed:

- The Subcommittee approved the minutes from the 3/9 meeting.
- The Subcommittee discussed the following topics:
 - Finalizing our position on formal advertisements.
 - Should we come up with a new standard to replace the “10-90 Rule”?
 - Should the Charter state a preference for electronic bidding?
 - Should the Board of Estimates be given primary authority over setting dollar thresholds for formal bidding as long as the City Council is allowed to review their decision?
 - Should we look to providing alternatives to the “Low Bidder-High Score” method of awarding contracts?
 - Should the issue of tie bids be resolved by the procuring agency or the using agency?
 - Should using agencies be allowed to determine sole/selected sources?
- Next Steps were discussed:
 - Finalize and vote on all draft language that we intend to propose to the Coordinating Committee
- The meeting was adjourned at 9:59 AM.
- The next meeting is scheduled for **Friday, March 23rd from 8:30 AM to 10 AM in Conference Room 3.**

**COMPLIANCE CHECKLIST
FOR MEETINGS SUBJECT TO THE MARYLAND OPEN MEETINGS**

Name of public body Procurement and Purchasing Subcommittee Date of Meeting _____

1. ☒ Did you give "reasonable advance notice" and keep a copy or scan of the notice?
2. ☒ Did you make an agenda available when notice was posted, or, as soon as practicable, but at least 24 hours before the meeting?
3. ☒ Did you make arrangements for the public to attend?
4. ☒ Is someone prepared to keep minutes in writing or, otherwise, to minutes in the form of live and archived video or audio stream?
5. ☒ If part of this meeting might be closed to the public, have you first:
 - _____ Made sure that the public body designated a member to talk about the Act? (eff. 10/1/17)
 - _____ Made sure that the topic to be discussed falls entirely within the 14 "exceptions" that allow the closed session? (see over page 2)
 - _____ Given notice of the open meeting to be held right before the closed session so that the presiding officer can hold the required public version of the meeting?
 - _____ Made sure that the initial open meeting will be attended by a member designated to take training in the Act, and, if a designated member cannot attend, made sure that the public body is ready to complete the checklist at the open meeting and keep it to attach to the minutes. (eff. 10/1/17)
 - _____ Equipped the presiding officer to prepare a written statement of required disclosures? (for a model form with instructions, see <http://www.marylandattorneygeneral.gov/Pages/OpenGov/default.aspx>)
 - _____ Equipped the presiding officer to limit the closed session to the exceptions and topics cited on the written closing statement?
 - _____ Arranged for closed-session minutes to be kept and adopted?
 - _____ Equipped someone in the closed session to keep a record of the information that must be disclosed in the minutes of the next open meeting? (for the list, see the model closing statement).
 - _____ For a meeting recessed to hold a closed administrative session, disclosed, in the minutes of the next open meeting, the date, persons present, and subjects discussed?
6. ☒ Have you arranged for the preparation, the adoption as soon as practicable, online if practicable, of minutes of the open meeting, including sessions and closed sessions, and this form (when required), completed on this date?

**This checklist is designed for general use as well as for use at open meetings that hold closed meetings on or after 10/1/2017, when a member designated to attend the initial open meeting. See GP § 3-213(d). Like the earlier checklist, this gives general guidance, does not guarantee "compliance" with every part of the Meetings Act, and will be revised occasionally.*