

**PURCHASING & PROCUREMENT
OVERSIGHT COMMITTEE (PPOC)**

Meeting Notes

EDA Conference Room – 6th Floor – Ruppert Sargent Building

January 15, 2020

Call to Order: Ms. Tammy Waldroup called the meeting to order at 12:36 p.m.

Members Present: Eugene Johnson, Tammy Waldroup- Sommer, Theresa Lee, Reginald Warren, Jason Samuels

Members Absent: Steve Brown, James Gervais, Velma Green, Martin Cross, Chioma Adaku-Griffin, Amy Knight

Staff Present: Sybil Ellsworth, Chuck Rigney, Erica Spencer, Vizel Townsend, and Lin Whitley

Legal Counsel in Attendance: Patricia Melochick

Approval of October 16, 2019 Meeting Minutes:

Old Business: eVA database demonstration

New Business:

eVA stands for Electronic Virginia and is an electronic marketplace for buyers and sellers. It is the Virginia state electronic procurement system, and works via the internet.

Mr. Rigney stated that the city is working to provide to the committee members the information in one set place to track and report all minority business spend. He also stated that the city is looking forward to using the eVA database in conjunction with Procurement and gradually phasing out the outdated and in some cases redundant Hampton Business Directory. eVA is updated nightly and is a more centralized and user friendly database, which would make securing business for the city a more streamlined process than it has been before.

Ms. Spencer stated that the Hampton Directory was created before that State Directory was made more user friendly, but since then the State Directory has been updated to become more real time, updating every night.

Mr. Rigney stated that the change will make a broader network of Hampton business.

Ms. Whitley and Ms. Spencer explained how they are working with eVA support to implement the Contract Management Module and are well in to testing.

Ms. Whitley gave an overview of how the city of Hampton can utilize its services for tracking and compliance.

Ms. Waldroup-Sommer explained how the eVA system benefits agencies and small businesses. She explained from a University stand point how the information is tracked and all logged in to one place.

Ms. Spencer stated that in testing this system, it provides what Hampton needs to be transparent as well as tracking real time data.

Ms. Whitley stated that the goal for implementation would be the end of the second quarter.

Announcements: Vacancies

Adjournment: There being no further business, Ms. Sommer-Waldroup adjourned the meeting at 1:38 p.m.

Next Meeting: April 15, 2020

Respectfully submitted,

Erica Spencer
Minority Business Coordinator

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