

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

**Meeting Notes**

**EDA Conference Room – 6<sup>th</sup> Floor – Ruppert Sargent Building**

**July 17, 2019**

**Call to Order:** Ms. Theresa Lee called the meeting to order at 12:41 p.m.

**Members Present:** Eugene Johnson, Amy Knight, Theresa Lee, Chioma Adaku-Griffin

**Members Absent:** Steve Brown, James Gervais, Velma Green, Martin Cross, Tammy Waldroup-Sommer, Reginald A. Warren

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

**Citizens in Attendance:** Teresa Hudgins – Department of General Services (eVA)

**Legal Counsel in Attendance:** William Moore

**Approval of October 17, 2018 Meeting Minutes:** Without a quorum, the minutes from the last meeting could not be approved.

**Old Business:** Ms. Spencer recapped what was discussed at the retreat in January, and the direction that the committee would like to move in. Ms. Spencer stated over the past several months, she has been working closely with Procurement and Mr. Rigney on PPOC's role in methods and strategies. Mr. Chuck Rigney welcomed members and staff, and also said that he would call those members who were absent to encourage them to come to the meetings.

**New Business:**

eVA database demonstration by Ms. Hudgins the Procurement Management Local Government Account Executive for the Department of General Services.

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 needs substantive data to provide to committee members to make sure that they are making strides in the right direction to determine if we are indeed meeting aspirational goals. 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the city is looking forward to using the eVA database in conjunction with Procurement and gradually phasing out the outdated and in some cases redundant Hampton Business Directory.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. Mr. Rigney stated that the department is prepared to launch a six to twelve month print and electronic media plan to alert the public of the transition and to purge old information.

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. Hudgins gave an overview of the eVA database and how the city of Hampton can utilize its services for tracking and compliance. Ms. Hudgins explained the Contract Management Module and how it would tie in with our existing contracts and new contracts, to house the data in one central location as well as monitor compliance.

Ms. Whitley and Ms. Spencer explained how they are working with eVA support to implement the Contract Management Module. Ms. Spencer stated that the next meeting was scheduled for September with eVA IT and the city of Hampton IT, to work on next steps.

Ms. Adaku-Griffin asked about whether the public would be able see internal information. Ms. Hudgins answered saying, the public would not be able to view internal reports. Any internal users would need a login in order to run internal reports. Ms. Spencer added that public could run a "Who's buying what I'm selling" report. This report allows the business owner to see the agencies in which their products or services are being purchased.

Mr. Johnson asked, what NIGP stood for, and Ms. Hudgins answered saying, it stands for National Institute of Governmental Purchasings'.

Ms. Spencer explained that they are commodity codes primarily used to classify products and services procured by the state and local governments.

Ms. Lee asked what an OS icon is, Ms. Hudgins answered saying that it stands for small/micro business.

Ms. Spencer stated that in testing this system, it provides what Hampton needs to be transparent as well as tracking real time data. She stated that the next meeting, a status update would be provided, based on the meeting with the IT groups.

**Announcements:** None

**Adjournment:** There being no further business, Ms. Lee adjourned the meeting at 1:37 p.m.

**Next Meeting: October 16, 2019**

Respectfully submitted,

Erica Spencer  
Minority Business Coordinator

ESS/atm  
Attachments