

# Meeting of the Procurement & Business Practices Joint Ad Hoc Committee



Date:  
Friday, January 16, 2026

Starting Time:  
**11:00 a.m.**

Location:  
Valley Metro  
Conference Room 10B/Webex  
101 N. 1<sup>st</sup> Avenue, 10<sup>th</sup> Floor

**If you require assistance accessing the meetings on the  
10<sup>th</sup> floor, call 602.262.7433.**

# Agenda

January 9, 2026



## **Procurement & Business Practices Joint Ad Hoc Committee**

Friday, January 16, 2026  
Valley Metro, 101 N. 1<sup>st</sup> Avenue, 10<sup>th</sup> Floor  
Conference Room 10B/Webex  
11:00 a.m.

1. Mission
2. Composition and Quorum
3. Goals
4. Authority
5. Work Plan
  - Theme 1 – Procurement Practices
  - Theme 2 – Business Practices
6. Timeline

# Procurement & Business Practices Joint Ad Hoc Committee

Organizational Meeting – January 16, 2026



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## Agenda

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## Mission

To provide guidance and recommendations to the Chief Executive Officer and Boards of Directors on procurement and business practices to support Valley Metro's Strategic Plan goals for Financial Sustainability and Board Governance.

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## Reporting Structure

- The Ad Hoc Committee will report directly to the Boards of Directors.
- Provide written and/or verbal updates to the Boards at least once per quarter, or more frequently as requested.
- All recommendations, findings, and progress reports will be submitted to the Boards of Directors for consideration and action.
- The Committee Chair (or designee) will serve as the primary liaison between the Committee and the Boards, ensuring clear communication and timely delivery of reports or information.

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## Composition and Quorum

Five members: Three representing the Regional Public Transportation Authority ("RPTA"), and two representing Valley Metro Rail, Inc. ("VMR").

1. Vice May Lauren Tolmachoff, City of Glendale (RPTA) – Chair
2. Councilmember Kenny Buckland, Town of Gilbert (RPTA)
3. Councilmember Jon Edwards, City of Peoria (RPTA)
4. Councilmember Francisco Heredia, City of Mesa (VMR)
5. Councilmember Laura Pastor, City of Phoenix (VMR)

A quorum will be established by the presence of at least three (3) of the five members and at least one (1) member from each entity (RPTA and VMR).

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## Goals

- Identify opportunities for improvements and efficiencies in Valley Metro's procurement and business practices.
- Review and recommend improvements to:
  - Procurement practices, including:
    - Methods of procurement
    - Contract terms and option periods
    - Delegations of authority
  - Business practices, including:
    - Insourcing and outsourcing analytical approach
    - Goods and services suitable for insourcing or outsourcing
    - Contract management
    - On-call contract utilization
- Report progress to the Boards of Directors at least quarterly.

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## Authority

- The Committee can request and review all relevant documents, data, and reports related to Valley Metro's procurement and business practices.
- The Committee may invite staff, consultants, or subject matter experts to participate in meetings or provide information as needed.
- The Committee may make recommendations to the Chief Executive Officer and Boards of Directors, but does not have independent decision-making authority; all final actions rest with the Boards.

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## Work Plan

Structure work across two broad thematic areas, procurement practices and business practices.

| Theme 1 - Procurement Practices                                                                                                                             | Theme 2 - Business Practices                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Methods of procurement</li> <li>• Contract terms and option periods</li> <li>• Delegations of authority</li> </ul> | <ul style="list-style-type: none"> <li>• Insourcing vs outsourcing analytical approach</li> <li>• Contract management</li> <li>• On-call and Job Order Contract (JOC) contract utilization</li> </ul> |

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## Theme 1 – Procurement Practices

- Methods of Procurement
  - Procurement methods used
  - Threshold amounts for various methods
- Procurement Timelines
  - Timelines for all major methods of procurement
  - Costing of various procurement methods
- Contract Term
  - Standard term of contracts
  - Option period use
- Delegations of Authority

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## Theme 2 – Business Practices

- Contract Management
  - Project manager role
  - Procurement officer role
- Insourcing vs Outsourcing
  - Insourcing vs outsourcing analytical approach
  - Operations under consideration/evaluation
- On-Call Contract Utilization
  - Utilization of on-call (task order) contracts
  - Utilization of job order contracts

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## Recommendations

Joint Ad Hoc Committee recommendations may be guidance provided to management and formal recommendations to the Boards of Directors.

- Guidance to Management – Recommendations that management can use to strengthen processes, achieve operational efficiencies or improve transparency
- Policy Recommendations – Recommendations that impact Board-approved policies

Throughout the process, Valley Metro staff will collect and classify the recommendations for consideration.

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## Work Plan Timeline

|                | Activity Description                                                                                                                                                                                                                                                                         |                                |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| January 2026   | Organizational meeting: <ul style="list-style-type: none"> <li>• Review and comment on proposed topics and work plan</li> </ul>                                                                                                                                                              | Discussion                     |
| March 2026     | First working meeting: <ul style="list-style-type: none"> <li>Theme 1 - Procurement</li> <li>• Review work plan materials</li> <li>• Consider and comment on proposed recommendations</li> </ul>                                                                                             | Discussion                     |
| May 2026       | Second working meeting: <ul style="list-style-type: none"> <li>Theme 1 – Procurement</li> <li>• Review and finalize draft recommendations</li> <li>Theme 2 – Business Practices</li> <li>• Review work plan materials</li> <li>• Consider and comment on proposed recommendations</li> </ul> | Discussion                     |
| June 2026      | Third working meeting: <ul style="list-style-type: none"> <li>Theme 2 – Business Practices</li> <li>• Review and finalize draft recommendations</li> </ul>                                                                                                                                   | Discussion                     |
| August 2026    | Fourth working meeting: <ul style="list-style-type: none"> <li>• Finalize Theme 1 and Theme 2 management guidance</li> <li>• Finalize and adopt Theme 1 and Theme 2 recommendations to be sent to the Boards of Directors</li> </ul>                                                         | Action – Adopt recommendations |
| September 2026 | Recommendations routed for consideration at the November Board meeting                                                                                                                                                                                                                       | None                           |

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