

AGENDA



Thursday, September 27, 2007

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**

Item No. 41

Subject: Authorize award and execution of Amendment No. 1 to a contract with BUSINESS INVESTMENT IN GROWTH, Austin, TX, to add two 12-month extension options to the contract for the continuation of training and technical assistance services to Certified Micro Enterprises under the Micro-Enterprise and Technical Assistance Program in an estimated amount not to exceed \$200,000 per extension, for a revised total estimated contract amount not to exceed \$581,818.

Amount and Source of Funding: Funding in the amount of \$200,000 is available in the Fiscal Year 2007-2008 Operating Budget of Neighborhood Housing and Community Development Department through the Community Development Block Grant (B-07-MC-48-0500) provided by the U.S. Department of Housing and Urban Development (HUD), subject to applicable environmental review in accordance with HUD requirements for the release of funds. Funding for the extension option is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Rosemary Ledesma, Supervising Senior Buyer/974-2011

Purchasing Language: Contract Amendment.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

Prior Council Action: 11/16/06 – Approved 10-month service contract.

On November 16, 2006, Council approved a 10-month contract for Business Investment Growth (BIG) to provide training and technical assistance to certified Micro-Enterprise Businesses. The contract term is December 1, 2006 through September 30, 2007. This proposed Contract Amendment No. 1 is to add two 12-month extension options for \$200,000 per extension, allowing these services to continue to support the Micro-Enterprise and Technical Assistance Program (META) through September 30, 2009. These services will be funded by Community Development Block Grant Funds provided through the U.S. Department of Housing and Urban Development.

Services for this program were solicited in August 2006 under a new Service Delivery Model, which was developed as a result of a Council Sub-Committee mandate. The technical assistance services include the following:

- Certifying eligible Micro-Enterprise businesses
- Training activities on topics such as marketing, sales, financial management, how to write a loan proposal, and small business taxes
- Technical assistance to existing businesses who want to expand their business, and
- Direct assistance with developing a marketing plan.

BIG is a non-profit corporation whose staff has attended training sessions, conducted by NHCD, that were designed to assist service providers to better understand federal regulations associated with CDBG funded awards, City policies, and departmental processes and procedures.

The Contractor has demonstrated their understanding of the program and the related administrative requirements by successfully performing the services under the contract. BIG is on track to achieving its required performance goals under the contract. The annual performance goals for the extension options will include providing training and technical assistance to no less than 33 eligible micro-enterprise firms annually.