

AGENDA



Thursday, April 24, 2008

Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION

Item No. 48

Subject: Authorize negotiation and execution of a 12-month contract with Cen-Tex Certified Development Corporation of Texas dba Business Community Lenders of Texas, Austin, TX, to provide technical assistance on starting, developing, or expanding a business to small business owners in an amount not to exceed \$128,500, with an additional 12 month extension option in an amount not to exceed \$128,500, for a total contract amount not to exceed \$257,000.

Amount and Source of Funding: Funding in the amount of \$53,542 is available in the Fiscal Year 2007-2008 Operating Budget of the Economic Growth and Redevelopment Services Office. Funding for the remaining 7 months of the contract period and 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: Mary Quintero, Buyer, 974-3266

Purchasing Language: Five proposals received.

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.

Small businesses make an important contribution to Austin's economy. This contract will contribute to the startup, survival, and growth of small businesses by providing assistance with starting, developing, or expanding a business.

BCL of Texas will provide four key services:

- Assist clients that are starting a business to obtain and complete the appropriate forms to establish a business.
- Assist clients to develop and write a business plan.
- Review a client's existing or draft business plan to ensure that it meets expected professional standards.
- Assist clients to develop a written marketing plan.

The contract's performance targets are as follows:

- Provide a minimum of 1,000 hours of technical assistance on business startup, business plan development, and marketing plan development.
- Assist clients with the completion of at least 10 new business plans, review 20 draft or existing business plans, and assist clients with the completion of at least 15 marketing plans.
- 65% of clients must report that they were satisfied with the service they received.
- Contribute to the establishment of at least 6 new businesses, 8 new jobs, and the expansion or productive growth of at least 6 existing businesses.

An RFP was issued on September 18, 2007 for qualified and experienced individuals, businesses, and/or non-profit agencies to provide assistance to small business owners and entrepreneurs with starting, developing, or expanding a business. Five proposals were received.

The proposal was evaluated by City staff members from three departments with extensive program development and management experience.

The panel members recommended BCL of Texas as the best Proposer based upon the following categories: 1) the strength of the proposal, 2) experience, and 3) total evaluated cost.