

## AGENDA



Thursday, August 28, 2008

**Economic Growth & Redevelopment Services  
RECOMMENDATION FOR COUNCIL ACTION****Item No. 21**

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**Subject:** Approve execution of a 12-month Interlocal Agreement with Austin Community College (ACC) to provide classroom training to small business owners on basic accounting concepts and Quickbooks® accounting software, and individual coaching on Quickbooks®, in an amount not to exceed \$30,350, with two 12-month extension options in an amount not to exceed \$30,350 per extension option, for a total contract amount not to exceed \$91,050.

**Amount and Source of Funding:** Funding in the amount of \$30,350 is available in the Fiscal Year 2007-2008 Operating Budget of the Economic Growth and Redevelopment Services Office. Funding for the extension options is contingent on the availability of funding in future budgets.

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

**For More Information:** Rosalinda Jalifi, EGRSO Assistant Director, 974-7739

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). This contract is a Cooperative Purchase; therefore it is exempted under Chapter 252.022 of the Texas Local Government Code and no goals were established for this solicitation.

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This agreement will contribute to the growth of small businesses by providing classroom training to small business owners on basic accounting concepts and Quickbooks, and individual coaching on using Quickbooks. ACC will provide a total of fifteen classes annually: four classes on basic accounting concepts, ten Quickbooks classes taught on different skill levels, and one Quickbooks class tailored to a specific industry.

Small business owners who attend the classes can also receive individual coaching sessions on using Quickbooks. The coaching sessions will teach them how to adapt Quickbooks to their specific business needs, and to use it to track their most key financial information.

This agreement will provide classroom training on basic accounting concepts and Quickbooks to an estimated 150 small business owners, and up to 100 hours of individual coaching.

Quickbooks accounting software is widely used by small business owners as a bookkeeping and financial management tool. However, the small business owner must first understand basic accounting concepts in order to effectively utilize the software.