



Financial and Administrative Service Department
Purchasing Office
PO Box 1088, Austin, Texas, 78767

February 10, 2009

McWilliams & Associates, Inc.
Attn.: Ms. Andrea McWilliams, President
Governmental Affairs Consultants
1220 Colorado, Suite 100
Austin, TX 78701

Dear Ms. McWilliams,

The Austin City Council approved the execution of a professional services contract with your company for legislative representation services in accordance with the referenced agreement.

Responsible Department:	Public Relations
Department Contact Person:	Rod Ellis
Department Contact Email Address:	Rod.Ellis@ci.austin.tx.us
Department Contact Telephone:	512-974-2583
Project Name:	Legislative Representation Services
Contractor Name:	McWilliams & Associates, Inc.
Contract Number:	PA090000019
Contract Period:	10/01/08 – 09/30/09
Contract Amount:	\$90,000 NTE
Extension Options:	N/A
Requisition Number:	RQM 4200-09020300301
Solicitation Number:	N/A
Agenda Item Number:	20
Council Approval Date:	12/18/08

A copy of the contract/purchase order will be forwarded by mail.

Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact the person referenced under Department Contact Person.

Sincerely,

Rosemary Ledesma, CPPO
Supervising Senior Buyer
Purchasing Office
Finance and Administrative
Service Department

cc: Rod Ellis, Public Relations