

**Update to the M/WBE Advisory Committee
Interdepartmental Working Group on Commodity Codes
7/6/10**

The Interdepartmental Working Group on Commodity Codes has been working to improve and streamline commodity codes and the trade summary process. This update describes activities and process improvements undertaken since the last update which was provided on 3/2/10.

Training for vendors on how to use the Vendor Self Service (VSS) system:

Purchasing participated in a training co-hosted by SMBR and the Austin Area Black Contractors Association (ABCA) on January 21, 2010. Purchasing gave a demonstration on how to navigate VSS and both Purchasing and SMBR worked one-on-one with vendors to review vendor profiles and commodity codes registered and certified for each vendor. Purchasing and SMBR conducted the same workshop with the US Hispanic Contractors Association on March 3, with Asian and Native American vendors on May 17 and with Women Business Owners on June 23. Purchasing has posted expanded help materials on their web site and produced a training video which will be posted online.

Site Work/Site Clean-Up Commodity Codes

Based on feedback from the ABCA, 2 new Commodity Codes have been added to the City's purchasing system:

- Site Clean-up, Pre-Construction
- Site Clean-up, Post-Construction

These scopes of work had previously been included in the Commodity Code for Site Work. Purchasing and SMBR staff are working together to notify vendors of the new codes. Project Managers and SMBR staff have been notified of these new codes and directed to use them in Trade Summaries as appropriate. The codes will also be added to the standard Trade Summary templates.

Commodity Code RFP:

Public Works is currently preparing a Request for Proposals (RFP) to seek a qualified consulting firm to develop a crosswalk between standard bid items and NIGP codes for the development of trade summaries. Proposed tasks include:

- Develop relationships between NIGP codes and the City's current list of standard specifications and bid items for both unit price and lump sum construction contracts.
- Develop a system to assign percentages to each code based on the bid item amount in the design consultant's construction cost estimate.
- Identify redundant codes for deactivation.
- Meet with user Departments to identify special code needs.
- Provide outreach to customers and stakeholders throughout project for ongoing feedback and present the final product.
- Provide a proposal for long term maintenance.

The process to hire a Consultant is expected to take 120-180 days and will engage various stakeholders including contractors, consultants and City project managers. After the relationships are created, they will be integrated into eCAPRIS in order to simplify and improve the trade summary process.

Removal of old CS codes and ongoing clean-up of NIGP codes:

Purchasing staff has been working to eliminate duplicate codes and improve code descriptions. As codes are eliminated, staff ensures that any vendors certified in eliminated codes are notified and moved to the appropriate alternate code. The following table shows codes that have been eliminated and code descriptions which have been improved or clarified since the last report on 3/2/10.

The following CSI codes have been deactivated. The descriptions have been updated to indicate the NIGP equivalent:

Old CSI	Description	NIGP Class	NIGP Comm Description
CS00009	ASSOCIATIONS	COMMUNICATIONS AND MEDIA RELATED SERVICES	Advertising (Notice of Bid Solicitation)
CS00011	CONSTRUCTION NEWS SERVICES	COMMUNICATIONS AND MEDIA RELATED SERVICES	Advertising (Notice of Bid Solicitation)
CS00014	PRE-BID CONFERENCE FACILITIES	REAL PROPERTY RENTAL OR LEASE	Room Rental or Lease for Conferences, Seminars, etc.
CS001	BIDDING	COMMUNICATIONS AND MEDIA RELATED SERVICES	Advertising (Notice of Bid Solicitation)
CS00100	BIDDING	MANAGEMENT SERVICES	Real Estate Management Services (To include Listing and Sales Services)
CS00150	BID OPENING FACILITIES	MANAGEMENT SERVICES	Real Estate Management Services (To include Listing and Sales Services)
CS00151	BID REGISTRY	FINANCIAL SERVICES	Appraisal Services, Real Estate
CS002	Use 96164 REAL ESTATE SERVICES	MISCELLANEOUS PRODUCTS (NOT OTHERWISE CLASSIFIED)	Real Estate: Land and Improvements
CS00200	Use 96164 REAL ESTATE SERVICES	ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL	Designing Services
CS00250	Use 96164 REAL ESTATE SERVICES	ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL	Designing Services
CS003	Use 90735 DESIGN SERVICES	ARCHITECTURAL SERVICES, PROFESSIONAL	Architect Services, Professional
CS00300	Use 90735 DESIGN SERVICES	ARCHITECTURAL SERVICES, PROFESSIONAL	Landscape Architecture
CS00310	Use 90607 ARCHITECT	ENGINEERING SERVICES, PROFESSIONAL	ENGINEERING SERVICES, PROFESSIONAL
CS00311	Use 90656 LANDSCAPE ARCHITECT	ENGINEERING SERVICES, PROFESSIONAL	Air Conditioning, Heating and Ventilating Engineering
CS00320	Use 92533 ENGINEERING SERVICES	ENGINEERING SERVICES, PROFESSIONAL	Chemical Processing and Storage/Engineering
CS00321	Use 92507 ENGINEERS - AIR CONDITIONING	ENGINEERING SERVICES, PROFESSIONAL	Electrical Engineering (Incl. Cogeneration Design Services)
CS00322	Use 92515 ENGINEERS - CHEMICAL	ENGINEERING SERVICES, PROFESSIONAL	Air Conditioning, Heating and Ventilating Engineering
CS00323	Use 92531 ENGINEERS - ELECTRICAL	ENGINEERING SERVICES, PROFESSIONAL	Highways; Streets; Airport Pay-Parking Lots - Engineering

CS00324	Use 92507 ENGINEERS - HEATING & VENTILATING	ENGINEERING SERVICES, PROFESSIONAL	Surveyor Services, Land
CS00325	Use 92549 ENGINEERS - HIGHWAYS	ENGINEERING SERVICES, PROFESSIONAL	Metallurgic Engineering
CS00326	Use 90779 Or 96877 ENGINEERS - LAND SURVEYING	ENGINEERING SERVICES, PROFESSIONAL	Sanitary Engineering
CS00327	Use 92568 ENGINEERS - MATERIALS	ENGINEERING SERVICES, PROFESSIONAL	Cold Storage; Refrigeration; Fast Freeze/Engineering
CS00328	Use 92583 ENGINEERS - PLUMBING	ENGINEERING SERVICES, PROFESSIONAL	Sanitary Engineering
CS00329	Use 92520 ENGINEERS - REFRIGERATION	ENGINEERING SERVICES, PROFESSIONAL	Land Development and Planning/Engineering
CS00330	Use 92583 ENGINEERS - SANITATION	MANAGEMENT SERVICES	Soil and Land Management Services (Including Testing, Protection, Preparation, Planning, etc.)
CS00331	Use 92561 ENGINEERS - SITE PLANNING	ENGINEERING SERVICES, PROFESSIONAL	Geological Engineering
CS00332	Use 92545 or 95885 ENGINEERS - SOIL	ENGINEERING SERVICES, PROFESSIONAL	Structural Engineering
CS00333	Use 92588 ENGINEERS - STRUCTURAL	ENGINEERING SERVICES, PROFESSIONAL	Utilities (Gas, Steam, Electric)/Engineering
CS00334	Use 92595 ENGINEERS - UTILITIES	ENGINEERING SERVICES, PROFESSIONAL	Not otherwise classified
CS00335	Use 92536 ENGINEERS - ACOUSTICAL	ENGINEERING SERVICES, PROFESSIONAL	Corrosion Control; Cathodic Protection; Electrolysis/Engineering
CS00336	Use 92521 ENGINEERS - CORROSION	ENGINEERING SERVICES, PROFESSIONAL	Environmental Engineering
CS00337	Use 92535 ENGINEERS - ENVIRONMENTAL	ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL	Surveying Services (Not Aerial or Research)
CS00338	Use 90779 Or 96877 LAND SURVEYOR	PUBLIC WORKS AND RELATED SERVICES	SURVEY (NOT AERIAL OR RESEARCH)
CS00350	Use 90652 INTERIOR DESIGN SERVICES	ARCHITECTURAL SERVICES, PROFESSIONAL	Interior Design, Space Planning, and Exhibits/Displays

The following NIGP commodity code descriptions were updated to reference the NIGP Class description for clarity:

20876	Added <i>MicroComputer Software</i>	MicroComputer Software, Real Estate/Property Management
20977	Added <i>Mini or Mainframe Software</i>	Mini or Mainframe Software, Real Estate/Property Management
99884	Added <i>Sale of Surplus</i>	Real Estate, Sale of Surplus
91898	Deactivated and added NIGP reference codes, Architecture Professional Urban Planning and Urban Planning Consulting	Use 91892 or 90664 URBAN PLANNING
90976	Removed phrase (<i>incl Site Cleanup</i>) from description	Site Work
90974	Added new code from NIGP	Site Clean-up, Pre-Construction
90975	Added new code from NIGP	Site Clean-up, Post-Construction