

## A G E N D A



## Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	17319	Agenda Number	30.
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Meeting Date:	August 16, 2012
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Department:	Purchasing
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## Subject

Authorize award, negotiation and execution of a contract with PERISCOPE HOLDINGS, INC., for development of commodity codes data cross-walks for the Public Works Department in an amount not to exceed \$89,975.

## Amount and Source of Funding

Funding is available in the Fiscal Year 2011-2012 Operating Budget of the Public Works Department.

## Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing Language:	Sole proposal received.
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Prior Council Action:	
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For More Information:	Steve Cocke, Buyer II, 974-2003
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Boards and Commission Action:	
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Related Items:	
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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). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.
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## Additional Backup Information

The contract provides for the development of commodity code cross-walks by developing a standard methodology to analyze and evaluate the relationships between the work breakdown structure controlled by the Construction Specification Institute (CSI), the standard purchasing commodity codes controlled by the National Institute of Government Purchasing, Inc. (NIGP), and City of Austin standard bid items controlled by Public Works. The scope of work will include development and implementation of these data cross-walks, which will be delivered to the City in a spreadsheet format. The information will be provided for City staff to load and implement into the City's capital project management system, managed by the Financial Services Department. The outcome will improve the quality and consistency of document development for construction projects.

This improvement will also assist the City to improve Minority/Women Owned Business Enterprises utilization for subcontracting opportunities. It will also improve the solicitation process for Consultants and City Project Managers, eliminate redundant codes and recommend description clarifications. The contract includes outreach and training to stakeholders.

This contract includes two phases. Phase I includes review of existing commodity codes and the development and testing of the methodology and Phase II includes implementation of the data into the City's financial system. If the testing phase reveals that the information gathering process is not cost effective, the City may determine proceeding to Phase II is not viable. Regardless, there are valuable services in Phase I that will improve our current system during the research and analysis tasks. During the review of existing commodity codes, the Consultant will recommend deactivation of codes and deletion of redundant codes. In addition, the Consultant will assess opportunities for improving the overall effectiveness of the data.

MBE/WBE solicited: 26/18

MBE/WBE bid: 0/0

#### **PROPOSAL ANALYSIS - RFP NO. SDC0005**

- a. Adequate competition.
- b. Three hundred sixty one notices were sent. There are no known registered MBE/WBEs for this commodity.
- c. One proposal was received. One vendor was responsive.

#### **APPROVAL JUSTIFICATION**

- a. The proposal submitted by the recommend Vendor meets the requirements of the Request for Proposal.
- b. The Purchasing Office concurs with the Public Works Department recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.