

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	19767	Agenda Number	22.
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Meeting Date:	November 1, 2012
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Department:	Purchasing
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Subject

Authorize negotiation and execution of a professional services contract with ESI INTERNATIONAL, for contract monitoring training and materials for all City Departments for a twenty-four (24) month term in an estimated amount not to exceed \$570,000.

Amount and Source of Funding

Funding for the first twelve (12) months is available in the Fiscal Year 2012-2013 Operating Budgets of each using City department. Funding for the remaining twelve (12) months is contingent upon available future funding.

Fiscal Note

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

Purchasing Language:	Professional Service
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Prior Council Action:	January 26, 2012 – Council approved Resolution No. 20120126-048 requiring training City employees of new contract monitoring procedure
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For More Information:	Cynthia Gonzales, Corporate Contract Compliance Manager, 512-974-1905
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Boards and Commission Action:	
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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.
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Related Items:	
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Additional Backup Information

The Office of the City Auditor recommended that the Purchasing Officer design a standardized contracting process to be used city wide that provides policies and procedures and includes the necessary training and oversight. The Purchasing Officer has established a forty (40) hour mandatory continuing education requirement applicable to all employees responsible for monitoring contracts city-wide.. This contract will provide a source for the various City Departments to participate in a standardized training coordinated by the Purchasing Office's Contract Services Section.

ESI International has trained federal, state and local government clients for thirty (30) years to achieve better contract monitoring and administration through skills enhancement workshops, coaching sessions, tools and templates.

ESI International will perform each of the following:

- Provide customized materials, including in-classroom and individualized materials for each attending student specifically for the City of Austin Contract Administration coursework;
- Provide live instruction for 3-day customized coursework with classes expected to be conducted monthly or on a regular basis to allow for maximum attendance; and
- Provide course completion certificates, awarded by The George Washington University Law School, to students that successfully complete the course based on testing and attendance requirement.