

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	19899	Agenda Number	41.
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Meeting Date:	November 8, 2012
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Department:	Purchasing
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Subject

Authorize award and execution of a 36-month Professional Services contract with the Law Office of Hubert Bell Jr., Akers & Boulware-Wells, LLP, Pamela S. Lancaster, and Ronald L. Johnson to provide grievance hearing officers for the Employee Relations Division of the Human Resource Department in an estimated amount not to exceed \$168,000, with three 12-month extension options in an estimated amount not to exceed \$56,000 per extension option, for a total estimated contract amount not to exceed \$336,000.

Amount and Source of Funding

Funding in the amount of \$56,000 is available in the Fiscal Year 2012-2013 Operating Budget of the Human Resource Department. Funding for the extension options is contingent upon available funding in future budgets.

Fiscal Note

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

Purchasing Language:	Best evaluated responses received.
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Prior Council Action:	
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For More Information:	Colleen Athey, Senior Buyer, 974-2938
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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 City of Austin Personnel Policies allows City employees the option of asking the City Manager to review certain personnel actions. The process uses an external hearing officer to review information presented by the employee and the City department initiating the personnel action. The Employee Grievance program provides employees the right to select from a list of multiple available hearings officers to provide these services. The hearing officer conducts the hearing and produces a fact-finding report. Any recommendation in the report must be consistent with City of Austin personnel policies. The City Manager uses the report in deciding whether to grant or deny the appeal. The City of Austin has used external hearing officers as a part of its employee grievance appeals process since 1993.

Evaluation committee consisted of City employees from the Human Resource Department and the Law Department. Evaluation factors included: demonstrated applicable experience, personnel qualifications, understanding City requirements, and submission of a written sample.

MBE/WBE solicited: 1/2

MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Seventy two (72) notices were sent, including one MBE and two WBEs. Four responses were received. The MBE/WBEs did not respond.

APPROVAL JUSTIFICATION

- a. Best evaluated responses received.
- b. The Purchasing Office concurs with Human Resource Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.