

## A G E N D A



## Recommendation for Council Action (Purchasing)

Austin City Council

Item ID:

61055

Agenda Number

12.

Meeting Date:

August 11, 2016

Department:

Purchasing

## Subject

Authorize negotiation and execution of a contract with MATRIX CONSULTING GROUP for human resources consulting services in an amount not to exceed \$90,000.

## Amount and Source of Funding

Funding in the amount of \$70,000 is available in the Fiscal Year 2015-2016 Operating Budget of the Office of the City Auditor. Funding for the remaining \$20,000 is contingent upon approval of the proposed Fiscal Year 2016-2017 Operating Budget of the Office of the City Auditor.

## Fiscal Note

A fiscal note is not required.

**Purchasing  
Language:**

The Purchasing Office issued a Request for Proposals (RFP) SLW0513 for these goods on June 27, 2016 and it closed on July 19, 2016 with three offers received. The recommended offer is the best evaluated offer submitted by a responsible offeror. Additional information on the solicitation is included below the line.

**Prior Council  
Action:**

**For More  
Information:**

Sandy Wirtanen, Senior Buyer, 512-974-7711

**Boards and  
Commission  
Action:**

**Related Items:**

**MBE / WBE:**

This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established.

#### Additional Backup Information

On March 24, 2016, Council passed Resolution No. 20160324-014, directing the City Auditor to commission an external audit to review City investigations of alleged discrimination, harassment, and retaliation filed from 2010-2015. The Contractor will examine investigatory procedures and standards applied in these cases, report on investigatory best practices used in other cities and other entities, and provide recommendations regarding improvements to processes and protocols for anti-discrimination investigations. The audit shall be presented to the Audit and Finance Committee no later than September 30, 2016 unless otherwise agreed upon.

An evaluation team with expertise in this area evaluated the offers and scored Matrix Consulting Group as the best to provide these services based on scope and project approach, background and prior experience, personnel qualifications, total evaluated cost and local business presence.

This request allows for the development of a contract with a qualified offeror that Council selects. If the City is unsuccessful in negotiating a satisfactory contract with the selected offeror, negotiations will cease with that provider. Staff will return to Council so Council may select another qualified offeror and authorize contract negotiations with this provider.

A complete solicitation package, including a response list, is on file in the City's Purchasing Office and is available on the City's Financial Services Austin Finance Online website. Link: [Solicitation Documents](#)