

**CONTRACT BETWEEN THE CITY OF AUSTIN  
AND  
Texas Riogrande Legal Aid Inc  
For  
Technical Assistance For Business District Development  
MA 5500 NA190000182**

This Contract is made by and between the City of Austin ("City"), a home-rule municipality incorporated by the State of Texas, and Texas Riogrande Legal Aid Inc ("Contractor"), having offices at 301 S. Texas Ave. Mercedes, TX 78570.

**SECTION 1. GRANT OF AUTHORITY, SERVICES AND DUTIES**

**1.1 Engagement of the Contractor.** Subject to the general supervision and control of the City and subject to the provisions of the Terms and Conditions contained herein, the Contractor is engaged to provide the services set forth in Section 2, Scope of Work.

**1.2 Responsibilities of the Contractor.** The Contractor shall provide all technical and professional expertise, knowledge, management, and other resources required for accomplishing all aspects of the tasks and associated activities identified in the Scope of Work. In the event that the need arises for the Contractor to perform services beyond those stated in the Scope of Work, the Contractor and the City shall negotiate mutually agreeable terms and compensation for completing the additional services.

**1.3 Responsibilities of the City.** The City's Contract Manager will be responsible for exercising general oversight of the Contractor's activities in completing the Scope of Work. Specifically, the Contract Manager will represent the City's interests in resolving day-to-day issues that may arise during the term of this Contract, shall participate regularly in conference calls or meetings for status reporting, shall promptly review any written reports submitted by the Contractor, and shall approve all invoices for payment, as appropriate. The City's Contract Manager shall give the Contractor timely feedback on the acceptability of progress and task reports.

**1.4 Designation of Key Personnel.** The Contractor's Contract Manager for this engagement shall be Mary D. Oregon, Phone: 956-447-4800, Email Address: mortegon@trla.org. The City's Contract Manager for the engagement shall be Nicole Klapadlo, Phone: (512) 974-7739, Email Address: Nicole.klapadlo@austintexas.gov. The City and the Contractor resolve to keep the same key personnel assigned to this engagement throughout its term. In the event that it becomes necessary for the Contractor to replace any key personnel, the replacement will be an individual having equivalent experience and competence in executing projects such as the one described herein. Additionally, the Contractor will promptly notify the City Contract Manager and obtain approval for the replacement. Such approval shall not be unreasonably withheld.

**SECTION 2. SCOPE OF WORK**

**2.1 Contractor's Obligations.** The Contractor shall fully and timely provide all deliverables described herein and in the Contractor's Offer in strict accordance with the terms, covenants, and conditions of the Contract and all applicable Federal, State, and local laws, rules, and regulations.

**2.2 Tasks.** In order to accomplish the work described herein, the Contractor shall perform each of the following tasks as enumerated in its Proposal attached hereto as Exhibit A.

**SECTION 3. COMPENSATION**

**3.1 Contract Amount.** The Contractor will be paid as indicated herein upon the successful completion of the Scope of Work. In consideration for the services to be performed under this Contract, the Contractor shall be paid an amount not-to-exceed amount of \$35,000.00 for the initial Contract term and \$35,000.00 for each extension option for a total Contract amount not-to-exceed \$105,000.00 for all fees and expenses.

**3.2 Invoices.**

**3.2.1** Invoices shall contain a unique invoice number, the purchase order or delivery order number and the master agreement number if applicable, the Department's Name, and the name of the point of contact for the Department. Invoices shall be itemized. The Contractor's name and, if applicable, the tax identification number on the invoice must exactly match the information in the Contractor's registration with the City. Unless otherwise instructed in writing, the City may rely on the remittance address specified on the

Contractor's invoice. Invoices received without all required information cannot be processed and will be returned to the Contractor. Invoices shall be mailed to the below address:

	City of Austin
Department	Economic Development
Attn:	Nicole Klepadlo
Address	301 W. 2 <sup>nd</sup> Street Suite 2030
City, State, Zip Code	Austin, TX 78701

3.2.2 Invoices for labor shall include a copy of all time-sheets with trade labor rate and deliverables order number clearly identified. Invoices shall also include a tabulation of work-hours at the appropriate rates and grouped by work order number. Time billed for labor shall be limited to hours actually worked at the work site.

3.2.3 Unless otherwise expressly authorized in the Contract, the Contractor shall pass through all Subcontract and other authorized expenses at actual cost without markup.

3.2.4 Federal excise taxes, State taxes, or City sales taxes must not be included in the invoiced amount. The City will furnish a tax exemption certificate upon request.

### 3.3 **Payment.**

3.3.1 All proper invoices received by the City will be paid within thirty (30) calendar days of the City's receipt of the deliverables or of the invoice, whichever is later.

3.3.2 **If payment is not timely made, (per this paragraph), interest shall accrue on the unpaid balance at the lesser of the rate specified in Texas Government Code Section 2251.025 or the maximum lawful rate; except, if payment is not timely made for a reason for which the City may withhold payment hereunder, interest shall not accrue until ten (10) calendar days after the grounds for withholding payment have been resolved.**

3.3.3 The City may withhold or off set the entire payment or part of any payment otherwise due the Contractor to such extent as may be necessary on account of:

3.3.3.1 delivery of defective or non-conforming deliverables by the Contractor;

3.3.3.2 third party claims, which are not covered by the insurance which the Contractor is required to provide, are filed or reasonable evidence indicating probable filing of such claims;

3.3.3.3 failure of the Contractor to pay Subcontractors, or for labor, materials or equipment;

3.3.3.4 damage to the property of the City or the City's agents, employees or contractors, which is not covered by insurance required to be provided by the Contractor;

3.3.3.5 reasonable evidence that the Contractor's obligations will not be completed within the time specified in the Contract, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay;

3.3.3.6 failure of the Contractor to submit proper invoices with all required attachments and supporting documentation; or

3.3.3.7 failure of the Contractor to comply with any material provision of the Contract Documents.

3.3.4 Notice is hereby given of Article VIII, Section 1 of the Austin City Charter which prohibits the payment of any money to any person, firm or corporation who is in arrears to the City for taxes, and of §2-8-3 of the Austin City Code concerning the right of the City to offset indebtedness owed the City.

3.3.5 Payment will be made by check unless the parties mutually agree to payment by credit card or electronic transfer of funds. The Contractor agrees that there shall be no additional charges, surcharges, or penalties to the City for payments made by credit card or electronic transfer of funds.

3.4 **Non-Appropriation.** The awarding or continuation of this Contract is dependent upon the availability of funding. The City's payment obligations are payable only and solely from funds Appropriated and available for this Contract. The absence of Appropriated or other lawfully available funds shall render the Contract null and void to



the extent funds are not Appropriated or available and any deliverables delivered but unpaid shall be returned to the Contractor. The City shall provide the Contractor written notice of the failure of the City to make an adequate Appropriation for any fiscal year to pay the amounts due under the Contract, or the reduction of any Appropriation to an amount insufficient to permit the City to pay its obligations under the Contract. In the event of non or inadequate appropriation of funds, there will be no penalty nor removal fees charged to the City.

**3.5 Reimbursable Expenses.** Expenses incurred directly in support of completing the work set forth in this Contract are reimbursable to the Contractor within the Contract amount.

**3.5.1 Administrative.** The Contractor will be reimbursed for selected administrative expenses incurred directly in support of executing this Contract. Reimbursable administrative expenses include actual charges for long distance telephone calls, facsimile transmissions, reproduction, printing and binding, postage, express delivery and report processing.

**3.5.2 Travel Expenses.** All travel, lodging, and per diem expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Contract will be reviewed against the City's Travel Policy and the current United States General Services Administration Domestic Per Diem Rates (the "Rates") as published and maintained on the Internet at:

<http://www.gsa.gov/portal/category/21287>

No amounts in excess of the Travel Policy or Rates shall be paid. All invoices must be accompanied by copies of itemized receipts (e.g. hotel bills, airline tickets). No reimbursement will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulation.

### **3.6 Final Payment and Close-Out.**

**3.6.1** The making and acceptance of final payment will constitute:

**3.6.1.1** a waiver of all claims by the City against the Contractor, except claims (1) which have been previously asserted in writing and not yet settled, (2) arising from defective work appearing after final inspection, (3) arising from failure of the Contractor to comply with the Contract or the terms of any warranty specified herein, (4) arising from the Contractor's continuing obligations under the Contract, including but not limited to indemnity and warranty obligations, or (5) arising under the City's right to audit; and

**3.6.1.2** a waiver of all claims by the Contractor against the City other than those previously asserted in writing and not yet settled.

## **SECTION 4. TERM AND TERMINATION**

**4.1 Term of Contract.** The Contract shall commence upon execution, unless otherwise specified, and shall remain in effect for an initial term of twelve (12) months. The Contract may be extended beyond the initial term for up to two (2) additional twelve (12) month periods at the City's sole option.

**4.2.1** Upon expiration of the contract, the Contractor agrees to hold over under the terms and conditions of this Contract for such a period of time as is reasonably necessary for the City to re-solicit and/or complete the deliverables due under this Contract (not exceed 120 calendar days unless mutually agreed on in writing).

**4.2 Right To Assurance.** Whenever one party to the Contract in good faith has reason to question the other party's intent to perform, demand may be made to the other party for written assurance of the intent to perform. In the event that no assurance is given within the time specified after demand is made, the demanding party may treat this failure as an anticipatory repudiation of the Contract.

**4.3 Default.** The Contractor shall be in default under the Contract if the Contractor (a) fails to fully, timely and faithfully perform any of its material obligations under the Contract, (b) fails to provide adequate assurance of performance under the "Right to Assurance paragraph herein, (c) becomes insolvent or seeks relief under the bankruptcy laws of the United States or (d) makes a material misrepresentation in Contractor's Offer, or in any report or deliverable required to be submitted by Contractor to the City.

**4.4 Termination For Cause.** In the event of a default by the Contractor, the City shall have the right to terminate the Contract for cause, by written notice effective ten (10) calendar days, unless otherwise specified, after the date

of such notice, unless the Contractor, within such ten (10) day period, cures such default, or provides evidence sufficient to prove to the City's reasonable satisfaction that such default does not, in fact, exist. The City may place Contractor on probation for a specified period of time within which the Contractor must correct any non-compliance issues. Probation shall not normally be for a period of more than nine (9) months, however, it may be for a longer period, not to exceed one (1) year depending on the circumstances. If the City determines the Contractor has failed to perform satisfactorily during the probation period, the City may proceed with suspension. In the event of a default by the Contractor, the City may suspend or debar the Contractor in accordance with the "City of Austin Purchasing Office Probation, Suspension and Debarment Rules for Vendors" and remove the Contractor from the City's vendor list for up to five (5) years and any Offer submitted by the Contractor may be disqualified for up to five (5) years. In addition to any other remedy available under law or in equity, the City shall be entitled to recover all actual damages, costs, losses and expenses, incurred by the City as a result of the Contractor's default, including, without limitation, cost of cover, reasonable attorneys' fees, court costs, and prejudgment and post-judgment interest at the maximum lawful rate. All rights and remedies under the Contract are cumulative and are not exclusive of any other right or remedy provided by law.

**4.5 Termination Without Cause.** The City shall have the right to terminate the Contract, in whole or in part, without cause any time upon thirty (30) calendar days prior written notice. Upon receipt of a notice of termination, the Contractor shall promptly cease all further work pursuant to the Contract, with such exceptions, if any, specified in the notice of termination. The City shall pay the Contractor, to the extent of funds Appropriated or otherwise legally available for such purposes, for all goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.

**4.6 Fraud.** Fraudulent statements by the Contractor on any Offer or in any report or deliverable required to be submitted by the Contractor to the City shall be grounds for the termination of the Contract for cause by the City and may result in legal action.

## **SECTION 5. OTHER DELIVERABLES**

**5.1 Insurance:** The following insurance requirements apply.

### **5.1.1 General Requirements.**

**5.1.1.1** The Contractor shall at a minimum carry insurance in the types and amounts indicated herein for the duration of the Contract and during any warranty period.

**5.1.1.2** The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to Contract execution and within fourteen (14) calendar days after written request from the City.

**5.1.1.3** The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.

**5.1.1.4** The Contractor shall not commence work until the required insurance is obtained and has been reviewed by City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.

**5.1.1.5** The City may request that the Contractor submit certificates of insurance to the City for all subcontractors prior to the subcontractors commencing work on the project.

**5.1.1.6** The Contractor's and all subcontractors' insurance coverage shall be written by companies licensed to do business in the State of Texas at the time the policies are issued and shall be written by companies with A.M. Best ratings of B+VII or better.

**5.1.1.7** All endorsements naming the City as additional insured, waivers, and notices of cancellation endorsements as well as the Certificate of Insurance shall be mailed to the following address:

City of Austin Purchasing Office  
P. O. Box 1088



Austin, Texas 78767

OR

PURInsuranceCompliance@austintexas.gov

5.1.1.8 The "other" insurance clause shall not apply to the City where the City is an additional insured shown on any policy. It is intended that policies required in the Contract, covering both the City and the Contractor, shall be considered primary coverage as applicable.

5.1.1.9 If insurance policies are not written for amounts specified in Paragraph 5.1.2, Specific Coverage Requirements, the Contractor shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.

5.1.1.10 The City shall be entitled, upon request, at an agreed upon location, and without expense, to review certified copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies.

5.1.1.11 The City reserves the right to review the insurance requirements set forth during the effective period of the Contract and to make reasonable adjustments to insurance coverage, limits, and exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company as well as the Contractor.

5.1.1.12 The Contractor shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of the Contract or as required in the Contract.

5.1.1.13 The Contractor shall be responsible for premiums, deductibles and self-insured retentions, if any, stated in policies. All deductibles or self-insured retentions shall be disclosed on the Certificate of Insurance.

5.1.1.14 The Contractor shall endeavor to provide the City thirty (30) calendar days written notice of erosion of the aggregate limits below occurrence limits for all applicable coverages indicated within the Contract.

**5.1.2 Specific Coverage Requirements.** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

5.1.2.1 **Commercial General Liability Insurance.** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injuries). The policy shall contain the following provisions and endorsements.

5.1.2.1.1 Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.

5.1.2.1.2 Contractor/Subcontracted Work.

5.1.2.1.3 Products/Completed Operations Liability for the duration of the warranty period.

5.1.2.1.4 Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage.

5.1.2.1.5 Thirty (30) calendar days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage.

5.1.2.1.6 The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage.

5.1.2.2 **Business Automobile Liability Insurance.** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident. The policy shall contain the following endorsements:

5.1.2.2.1 Waiver of Subrogation, Endorsement CA0444, or equivalent coverage.

5.1.2.2.2 Thirty (30) calendar days Notice of Cancellation, Endorsement CA0244, or equivalent coverage.

5.1.2.2.3 The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.

5.1.2.3 **Worker's Compensation and Employers' Liability Insurance.** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee. The policy shall contain the following provisions and endorsements:

5.1.2.3.1 The Contractor's policy shall apply to the State of Texas.

5.1.2.3.2 Waiver of Subrogation, Form WC420304, or equivalent coverage.

5.1.2.3.3 Thirty (30) calendar days Notice of Cancellation, Form WC420601, or equivalent coverage.

5.1.2.5 **Endorsements.** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

## 5.2 **Equal Opportunity.**

5.2.1 **Equal Employment Opportunity.** No Contractor, or Contractor's agent, shall engage in any discriminatory employment practice as defined in Chapter 5-4 of the City Code. No Offer submitted to the City shall be considered, nor any Purchase Order issued, or any Contract awarded by the City unless the Offeror has executed and filed with the City Purchasing Office a current Non-Discrimination Certification. Non-compliance with Chapter 5-4 of the City Code may result in sanctions, including termination of the contract and the Contractor's suspension or debarment from participation on future City contracts until deemed compliant with Chapter 5-4.

5.2.2 **Americans With Disabilities Act (ADA) Compliance.** No Contractor, or Contractor's agent, shall engage in any discriminatory practice against individuals with disabilities as defined in the ADA, including but not limited to: employment, accessibility to goods and services, reasonable accommodations, and effective communications.

5.3 **Interested Parties Disclosure.** As a condition to entering the Contract, the Business Entity constituting the Offeror must provide the following disclosure of Interested Parties to the City prior to the award of a contract with the City on Form 1295 "Certificate of Interested Parties" as prescribed by the Texas Ethics Commission for any contract award requiring council authorization. The Certificate of Interested Parties Form must be completed on the Texas Ethics Commission website, printed, and signed by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury. The City will submit the "Certificate of Interested Parties" to the Texas Ethics Commission within 30 days of receipt from the Offeror. Link to Texas Ethics Commission Form 1295 process and procedures below:

<https://www.ethics.state.tx.us/File/>



**5.4 Acceptance of Incomplete or Non-Conforming Deliverables.** If, instead of requiring immediate correction or removal and replacement of defective or non-conforming deliverables, the City prefers to accept it, the City may do so. The Contractor shall pay all claims, costs, losses and damages attributable to the City's evaluation of and determination to accept such defective or non-conforming deliverables. If any such acceptance occurs prior to final payment, the City may deduct such amounts as are necessary to compensate the City for the diminished value of the defective or non-conforming deliverables. If the acceptance occurs after final payment, such amount will be refunded to the City by the Contractor.

**5.5 Delays.**

**5.4.1** The City may delay scheduled delivery or other due dates by written notice to the Contractor if the City deems it is in its best interest. If such delay causes an increase in the cost of the work under the Contract, the City and the Contractor shall negotiate an equitable adjustment for costs incurred by the Contractor in the Contract price and execute an amendment to the Contract. The Contractor must assert its right to an adjustment within thirty (30) calendar days from the date of receipt of the notice of delay. Failure to agree on any adjusted price shall be handled under the Dispute Resolution process specified herein. However, nothing in this provision shall excuse the Contractor from delaying the delivery as notified.

**5.5.2** Neither party shall be liable for any default or delay in the performance of its obligations under this Contract if, while and to the extent such default or delay is caused by acts of God, fire, riots, civil commotion, labor disruptions, sabotage, sovereign conduct, or any other cause beyond the reasonable control of such Party. In the event of default or delay in Contract performance due to any of the foregoing causes, then the time for completion of the services will be extended; provided, however, in such an event, a conference will be held within three (3) business days to establish a mutually agreeable period of time reasonably necessary to overcome the effect of such failure to perform.

**5.6 Ownership And Use Of Deliverables.** The City shall own all rights, titles, and interests throughout the world in and to the deliverables.

**5.5.1 Patents.** As to any patentable subject matter contained in the deliverables, the Contractor agrees to disclose such patentable subject matter to the City. Further, if requested by the City, the Contractor agrees to assign and, if necessary, cause each of its employees to assign the entire right, title, and interest to specific inventions under such patentable subject matter to the City and to execute, acknowledge, and deliver and, if necessary, cause each of its employees to execute, acknowledge, and deliver an assignment of letters patent, in a form to be reasonably approved by the City, to the City upon request by the City.

**5.6.2 Copyrights.** As to any deliverables containing copyrightable subject matter, the Contractor agrees that upon their creation, such deliverables shall be considered as work made-for-hire by the Contractor for the City and the City shall own all copyrights in and to such deliverables, provided however, that nothing in this paragraph shall negate the City's sole or joint ownership of any such deliverables arising by virtue of the City's sole or joint authorship of such deliverables. Should by operation of law, such deliverables not be considered works made-for-hire, the Contractor hereby assigns to the City (and agrees to cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver an assignment to the City of) all worldwide right, title, and interest in and to such deliverables. With respect to such work made-for-hire, the Contractor agrees to execute, acknowledge, and deliver and cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver a work-made-for-hire agreement, in a form to be reasonably approved by the City, to the City upon delivery of such deliverables to the City or at such other time as the City may request.

**5.6.3 Additional Assignments.** The Contractor further agrees to, and if applicable, cause each of its employees to, execute, acknowledge, and deliver all applications, specifications, oaths, assignments, and all other instruments which the City might reasonably deem necessary in order to apply for and obtain copyright protection, mask work registration, trademark registration and/or protection, letters patent, or any similar rights in any and all countries and in order to assign and convey to the City, its successors, assigns and nominees, the sole and exclusive right, title, and interest in and to the deliverables. The Contractor's obligation to execute, acknowledge, and deliver (or cause to be executed, acknowledged, and delivered) instruments or papers such as those described in this paragraph shall continue after the termination of this Contract with respect to such deliverables. In the event the City should not seek to obtain copyright protection, mask work registration or patent protection for any of the deliverables, but should desire to keep the same secret, the Contractor agrees to treat the same as Confidential Information under the terms herein.

5.7 **Rights to Proposal and Contractual Material.** All material submitted by the Contractor to the City shall become property of the City upon receipt. Any portions of such material claimed by the Contractor to be proprietary must be clearly marked as such. Determination of the public nature of the material is subject to the Texas Public Information Act, Chapter 552, Texas Government Code.

5.8 **Publications.** All published material and written reports submitted under the Contract must be originally developed material unless otherwise specifically provided in the Contract. When material not originally developed is included in a report in any form, the source shall be identified.

## **SECTION 6. WARRANTIES**

### **6.1 Warranty – Price.**

6.1.1 The Contractor warrants the prices quoted in the Offer are no higher than the Contractor's current prices on orders by others for like deliverables under similar terms of purchase.

6.1.2 The Contractor certifies that the prices in the Offer have been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such fees with any other firm or with any competitor.

6.1.3 In addition to any other remedy available, the City may deduct from any amounts owed to the Contractor, or otherwise recover, any amounts paid for items in excess of the Contractor's current prices on orders by others for like deliverables under similar terms of purchase.

6.2 **Warranty – Services.** The Contractor warrants and represents that all services to be provided to the City under the Contract will be fully and timely performed in a good and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of the Contract, and all applicable Federal, State and local laws, rules or regulations.

6.2.1 The Contractor may not limit, exclude or disclaim the foregoing warranty or any warranty implied by law, and any attempt to do so shall be without force or effect.

6.2.2 Unless otherwise specified in the Contract, the warranty period shall be at least one year from the acceptance date. If during the warranty period, one or more of the warranties are breached, the Contractor shall promptly upon receipt of demand perform the services again in accordance with above standard at no additional cost to the City. All costs incidental to such additional performance shall be borne by the Contractor. The City shall endeavor to give the Contractor written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach of warranty, but failure to give timely notice shall not impair the City's rights under this section.

6.2.3 If the Contractor is unable or unwilling to perform its services in accordance with the above standard as required by the City, then in addition to any other available remedy, the City may reduce the amount of services it may be required to purchase under the Contract from the Contractor, and purchase conforming services from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such services from another source.

## **SECTION 7. MISCELLANEOUS**

7.1 **Place and Condition of Work.** The City shall provide the Contractor access to the sites where the Contractor is to perform the services as required in order for the Contractor to perform the services in a timely and efficient manner in accordance with and subject to the applicable security laws, rules, and regulations. The Contractor acknowledges that it has satisfied itself as to the nature of the City's service requirements and specifications, the location and essential characteristics of the work sites, the quality and quantity of materials, equipment, labor and facilities necessary to perform the services, and any other condition or state of fact which could in any way affect performance of the Contractor's obligations under the Contract. The Contractor hereby releases and holds the City harmless from and against any liability or claim for damages of any kind or nature if the actual site or service conditions differ from expected conditions.

### **7.2 Workforce.**



7.2.1 The Contractor shall employ only orderly and competent workers, skilled in the performance of the services which they will perform under the Contract.

7.2.2 The Contractor, its employees, subcontractors, and subcontractor's employees may not while engaged in participating or responding to a solicitation or while in the course and scope of delivering goods or services under a City of Austin contract or on the City's property:

7.2.2.1 use or possess a firearm, including a concealed handgun that is licensed under state law, except as required by the terms of the Contract; and

7.2.2.2 use or possess alcoholic or other intoxicating beverages, illegal drugs or controlled substances, nor may such workers be intoxicated, or under the influence of alcohol or drugs, on the job.

7.2.3 If the City or the City's representative notifies the Contractor that any worker is incompetent, disorderly or disobedient, has knowingly or repeatedly violated safety regulations, has possessed any firearms, or has possessed or was under the influence of alcohol or drugs on the job, the Contractor shall immediately remove such worker from Contract services, and may not employ such worker again on Contract services without the City's prior written consent.

7.3 **Compliance with Health, Safety, and Environmental Regulations.** The Contractor, its Subcontractors, and their respective employees, shall comply fully with all applicable federal, state, and local health, safety, and environmental laws, ordinances, rules and regulations in the performance of the services, including but not limited to those promulgated by the City and by the Occupational Safety and Health Administration (OSHA). In case of conflict, the most stringent safety requirement shall govern. The Contractor shall indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines, penalties and liability of every kind arising from the breach of the Contractor's obligations under this paragraph.

7.4 **Significant Event.** The Contractor shall immediately notify the City's Contract Manager of any current or prospective "significant event" on an ongoing basis. All notifications shall be submitted in writing to the Contract Manager. As used in this provision, a "significant event" is any occurrence or anticipated occurrence which might reasonably be expected to have a material effect upon the Contractor's ability to meet its contractual obligations. Significant events may include but not be limited to the following:

7.4.1 disposal of major assets;

7.4.2 any major computer software conversion, enhancement or modification to the operating systems, security systems, and application software, used in the performance of this Contract;

7.4.3 any significant termination or addition of provider contracts;

7.4.4 the Contractor's insolvency or the imposition of, or notice of the intent to impose, a receivership, conservatorship or special regulatory monitoring, or any bankruptcy proceedings, voluntary or involuntary, or reorganization proceedings;

7.4.5 strikes, slow-downs or substantial impairment of the Contractor's facilities or of other facilities used by the Contractor in the performance of this Contract;

7.4.6 reorganization, reduction and/or relocation in key personnel;

7.4.7 known or anticipated sale, merger, or acquisition;

7.4.8 known, planned or anticipated stock sales;

7.4.9 any litigation against the Contractor; or

7.4.10 significant change in market share or product focus.

7.5 **Audits and Records.**

7.5.1 The Contractor agrees that the representatives of the Office of the City Auditor or other authorized representatives of the City shall have access to, and the right to audit, examine, or reproduce, any and all records of the Contractor related to the performance under this Contract. The Contractor shall retain all such records for a period of three (3) years after final payment on this Contract or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer. The Contractor agrees to refund to the City any overpayments disclosed by any such audit.

7.5.2 **Records Retention:**

7.5.2.1 Contractor is subject to City Code chapter 2-11 (Records Management), and as it may subsequently be amended. For purposes of this subsection, a Record means all books, accounts, reports, files, and other data recorded or created by a Contractor in fulfillment of the Contract whether in digital or physical format, except a record specifically relating to the Contractor's internal administration.

7.5.2.2 All Records are the property of the City. The Contractor may not dispose of or destroy a Record without City authorization and shall deliver the Records, in all requested formats and media, along with all finding aids and metadata, to the City at no cost when requested by the City.

7.5.3 The Contractor shall include sections 7.5.1 and 7.5.2 above in all subcontractor agreements entered into in connection with this Contract.

7.6 **Financial Disclosures and Assurances.** The City may request and review financial information as the City requires to determine the credit worthiness of the Contractor, including but not limited to, annual reports, audited financial statements and reports, bank letters of credit or other credit instruments. Failure of the Contractor to comply with this requirement shall be grounds for terminating the Contract.

7.7 **Stop Work Notice.** The City may issue an immediate Stop Work Notice in the event the Contractor is observed performing in a manner that is in violation of Federal, State, or local guidelines, or in a manner that is determined by the City to be unsafe to either life or property. Upon notification, the Contractor will cease all work until notified by the City that the violation or unsafe condition has been corrected. The Contractor shall be liable for all costs incurred by the City as a result of the issuance of such Stop Work Notice.

7.8 **Indemnity.**

7.8.1 **Definitions:**

7.8.1.1 "Indemnified Claims" shall include any and all claims, demands, suits, causes of action, judgments and liability of every character, type or description, including all reasonable costs and expenses of litigation, mediation or other alternate dispute resolution mechanism, including attorney and other professional fees for:

7.8.1.1.1 damage to or loss of the property of any person (including, but not limited to the City, the Contractor, their respective agents, officers, employees and subcontractors; the officers, agents, and employees of such subcontractors; and third parties); and/or;

7.8.1.1.2 death, bodily injury, illness, disease, worker's compensation, loss of services, or loss of income or wages to any person (including but not limited to the agents, officers and employees of the City, the Contractor, the Contractor's subcontractors, and third parties),

7.8.1.2 "Fault" shall include the sale of defective or non-conforming deliverables, negligence, willful misconduct, or a breach of any legally imposed strict liability standard.

7.8.2 **THE CONTRACTOR SHALL DEFEND (AT THE OPTION OF THE CITY), INDEMNIFY, AND HOLD THE CITY, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES AND ELECTED OFFICIALS HARMLESS FROM AND AGAINST ALL INDEMNIFIED CLAIMS DIRECTLY ARISING OUT OF, INCIDENT TO, CONCERNING OR RESULTING FROM THE FAULT OF THE CONTRACTOR, OR THE CONTRACTOR'S AGENTS, EMPLOYEES OR SUBCONTRACTORS, IN THE PERFORMANCE OF THE CONTRACTOR'S OBLIGATIONS UNDER THE CONTRACT. NOTHING HEREIN SHALL BE DEEMED TO LIMIT THE RIGHTS OF THE CITY OR THE CONTRACTOR (INCLUDING, BUT NOT LIMITED TO, THE RIGHT TO SEEK CONTRIBUTION) AGAINST ANY THIRD PARTY WHO MAY BE LIABLE FOR AN INDEMNIFIED CLAIM.**



**7.9 Claims.** If any claim, demand, suit, or other action is asserted against the Contractor which arises under or concerns the Contract, or which could have a material adverse affect on the Contractor's ability to perform thereunder, the Contractor shall give written notice thereof to the City within ten (10) calendar days after receipt of notice by the Contractor. Such notice to the City shall state the date of notification of any such claim, demand, suit, or other action; the names and addresses of the claimant(s); the basis thereof; and the name of each person against whom such claim is being asserted. Such notice shall be delivered personally or by mail and shall be sent to the City and to the Austin City Attorney. Personal delivery to the City Attorney shall be to City Hall, 301 West 2<sup>nd</sup> Street, 4<sup>th</sup> Floor, Austin, Texas 78701, and mail delivery shall be to P.O. Box 1088, Austin, Texas 78767.

**7.10 Notices.** Unless otherwise specified, all notices, requests, or other communications required or appropriate to be given under the Contract shall be in writing and shall be deemed delivered three (3) business days after postmarked if sent by U.S. Postal Service Certified or Registered Mail, Return Receipt Requested. Notices delivered by other means shall be deemed delivered upon receipt by the addressee. Routine communications may be made by first class mail, telefax, or other commercially accepted means. Notices to the City and the Contractor shall be addressed as follows:

**To the City:**

City of Austin, Purchasing Office

ATTN: Ricardo Zavala, Procurement Specialist  
III

P O Box 1088

Austin, TX 78767

**To the Contractor:**

Texas Riogrande Legal Aid Inc

ATTN: Mary D. Ortegón, Contract Manager

301 S. Texas Ave.

Mercedes, TX 78570

**7.11 Confidentiality.** In order to provide the deliverables to the City, Contractor may require access to certain of the City's and/or its licensors' confidential information (including inventions, employee information, trade secrets, confidential know-how, confidential business information, and other information which the City or its licensors consider confidential) (collectively, "Confidential Information"). Contractor acknowledges and agrees that the Confidential Information is the valuable property of the City and/or its licensors and any unauthorized use, disclosure, dissemination, or other release of the Confidential Information will substantially injure the City and/or its licensors. The Contractor (including its employees, subcontractors, agents, or representatives) agrees that it will maintain the Confidential Information in strict confidence and shall not disclose, disseminate, copy, divulge, recreate, or otherwise use the Confidential Information without the prior written consent of the City or in a manner not expressly permitted under this Contract, unless the Confidential Information is required to be disclosed by law or an order of any court or other governmental authority with proper jurisdiction, provided the Contractor promptly notifies the City before disclosing such information so as to permit the City reasonable time to seek an appropriate protective order. The Contractor agrees to use protective measures no less stringent than the Contractor uses within its own business to protect its own most valuable information, which protective measures shall under all circumstances be at least reasonable measures to ensure the continued confidentiality of the Confidential Information.

**7.12 Advertising.** The Contractor shall not advertise or publish, without the City's prior consent, the fact that the City has entered into the Contract, except to the extent required by law.

**7.13 No Contingent Fees.** The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon any agreement or understanding for commission, percentage, brokerage, or contingent fee, excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the City shall have the right, in addition to any other remedy available, to cancel the Contract without liability and to deduct from any amounts owed to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

**7.14 Gratuities.** The City may, by written notice to the Contractor, cancel the Contract without liability if it is determined by the City that gratuities were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the City with a view toward securing the Contract or securing favorable treatment with respect to the awarding or amending or the making of any determinations with respect to the performing of such contract. In the event the Contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.

**7.15 Prohibition Against Personal Interest in Contracts.** No officer, employee, independent consultant, or elected official of the City who is involved in the development, evaluation, or decision-making process of the performance of any solicitation shall have a financial interest, direct or indirect, in the Contract resulting from that solicitation. Any willful violation of this section shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. Any violation of this provision, with the knowledge, expressed or implied, of the Contractor shall render the Contract voidable by the City.

**7.16 Independent Contractor.** The Contract shall not be construed as creating an employer/employee relationship, a partnership, or a joint venture. The Contractor's services shall be those of an independent contractor. The Contractor agrees and understands that the Contract does not grant any rights or privileges established for employees of the City.

**7.17 Assignment-Delegation.** The Contract shall be binding upon and enure to the benefit of the City and the Contractor and their respective successors and assigns, provided however, that no right or interest in the Contract shall be assigned and no obligation shall be delegated by the Contractor without the prior written consent of the City. Any attempted assignment or delegation by the Contractor shall be void unless made in conformity with this paragraph. The Contract is not intended to confer rights or benefits on any person, firm or entity not a party hereto; it being the intention of the parties that there be no third party beneficiaries to the Contract.

**7.18 Waiver.** No claim or right arising out of a breach of the Contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party. No waiver by either the Contractor or the City of any one or more events of default by the other party shall operate as, or be construed to be, a permanent waiver of any rights or obligations under the Contract, or an express or implied acceptance of any other existing or future default or defaults, whether of a similar or different character.

**7.19 Modifications.** The Contract can be modified or amended only in writing signed by both parties. No pre-printed or similar terms on any Contractor invoice, order or other document shall have any force or effect to change the terms, covenants, and conditions of the Contract.

**7.20 Interpretation.** The Contract is intended by the parties as a final, complete and exclusive statement of the terms of their agreement. No course of prior dealing between the parties or course of performance or usage of the trade shall be relevant to supplement or explain any term used in the Contract. Although the Contract may have been substantially drafted by one party, it is the intent of the parties that all provisions be construed in a manner to be fair to both parties, reading no provisions more strictly against one party or the other. Whenever a term defined by the Uniform Commercial Code, as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

**7.21 Dispute Resolution.**

7.21.1 If a dispute arises out of or relates to the Contract, or the breach thereof, the parties agree to negotiate prior to prosecuting a suit for damages. However, this section does not prohibit the filing of a lawsuit to toll the running of a statute of limitations or to seek injunctive relief. Either party may make a written request for a meeting between representatives of each party within fourteen (14) calendar days after receipt of the request or such later period as agreed by the parties. Each party shall include, at a minimum, one (1) senior level individual with decision-making authority regarding the dispute. The purpose of this and any subsequent meeting is to attempt in good faith to negotiate a resolution of the dispute. If, within thirty (30) calendar days after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, they will proceed directly to mediation as described below. Negotiation may be waived by a written agreement signed by both parties, in which event the parties may proceed directly to mediation as described below.

7.21.2 If the efforts to resolve the dispute through negotiation fail, or the parties waive the negotiation process, the parties may select, within thirty (30) calendar days, a mediator trained in mediation skills to assist with resolution of the dispute. Should they choose this option, the City and the Contractor agree to act in good faith in the selection of the mediator and to give consideration to qualified individuals nominated to act as mediator. Nothing in the Contract prevents the parties from relying on the skills of a person who is trained in the subject matter of the dispute or a contract interpretation expert. If the parties fail to agree on a mediator within thirty (30) calendar days of initiation of the mediation process, the mediator shall be selected by the Travis County Dispute Resolution Center (DRC). The parties agree to participate in mediation in good faith for up to thirty (30) calendar days from the date of the first mediation session. The City and the Contractor



will share the mediator's fees equally and the parties will bear their own costs of participation such as fees for any consultants or attorneys they may utilize to represent them or otherwise assist them in the mediation.

## **7.22 Minority And Women Owned Business Enterprise (MBE/WBE) Procurement Program.**

7.22.1 All City procurements are subject to the City's Minority-Owned and Women-Owned Business Enterprise Procurement Program found at Chapters 2-9A, 2-9B, 2-9C and 2-9D of the City Code. The Program provides Minority-Owned and Women-Owned Business Enterprises (MBEs/WBEs) full opportunity to participate in all City contracts.

7.22.2 The City of Austin has determined that no goals are appropriate for this Contract. **Even though no goals have been established for this Contract, the Contractor is required to comply with the City's MBE/WBE Procurement Program, Chapters 2-9A, 2-9B, 2-9C and 2-9D, of the City Code, as applicable, if areas of subcontracting are identified.**

7.22.3 If any service is needed to perform the Contract and the Contractor does not perform the service with its own workforce or if supplies or materials are required and the Contractor does not have the supplies or materials in its inventory, the Contractor shall contact the Department of Small and Minority Business Resources (DSMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Contractor must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract; using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

## **7.23 Subcontractors.**

7.23.1 If the Contractor identified Subcontractors in an MBE/WBE Program Compliance Plan or a No Goals Utilization Plan, the Contractor shall comply with the provisions of Chapters 2-9A, 2-9B, 2-9C, and 2-9D, as applicable, of the Austin City Code and the terms of the Compliance Plan or Utilization Plan as approved by the City (the "Plan"). The Contractor shall not initially employ any Subcontractor except as provided in the Contractor's Plan. The Contractor shall not substitute any Subcontractor identified in the Plan, unless the substitute has been accepted by the City in writing in accordance with the provisions of Chapters 2-9A, 2-9B, 2-9C and 2-9D, as applicable. No acceptance by the City of any Subcontractor shall constitute a waiver of any rights or remedies of the City with respect to defective deliverables provided by a Subcontractor. If a Plan has been approved, the Contractor is additionally required to submit a monthly Subcontract Awards and Expenditures Report to the Contract Manager and the Purchasing Office Contract Compliance Manager no later than the tenth calendar day of each month.

7.23.2 Work performed for the Contractor by a Subcontractor shall be pursuant to a written contract between the Contractor and Subcontractor. The terms of the subcontract may not conflict with the terms of the Contract, and shall contain provisions that:

7.23.2.1 require that all deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications and terms of the Contract.

7.23.2.2 prohibit the Subcontractor from further subcontracting any portion of the Contract without the prior written consent of the City and the Contractor. The City may require, as a condition to such further subcontracting, that the Subcontractor post a payment bond in form, substance and amount acceptable to the City;

7.23.2.3 require Subcontractors to submit all invoices and applications for payments, including any claims for additional payments, damages or otherwise, to the Contractor in sufficient time to enable the Contractor to include same with its invoice or application for payment to the City in accordance with the terms of the Contract;

7.23.2.4 require that all Subcontractors obtain and maintain, throughout the term of their contract, insurance in the type and amounts specified for the Contractor, with the City being a named insured as its interest shall appear; and

7.23.2.5 require that the Subcontractor indemnify and hold the City harmless to the same extent as the Contractor is required to indemnify the City.

7.23.3 The Contractor shall be fully responsible to the City for all acts and omissions of the Subcontractors just as the Contractor is responsible for the Contractor's own acts and omissions. Nothing in the Contract shall create for the benefit of any such Subcontractor any contractual relationship between the City and any such Subcontractor, nor shall it create any obligation on the part of the City to pay or to see to the payment of any moneys due any such Subcontractor except as may otherwise be required by law.

7.23.4 The Contractor shall pay each Subcontractor its appropriate share of payments made to the Contractor not later than ten (10) calendar days after receipt of payment from the City.

7.24 **Jurisdiction And Venue.** The Contract is made under and shall be governed by the laws of the State of Texas, including, when applicable, the Uniform Commercial Code as adopted in Texas, V.T.C.A., Bus. & Comm. Code, Chapter 1, excluding any rule or principle that would refer to and apply the substantive law of another state or jurisdiction. All issues arising from this Contract shall be resolved in the courts of Travis County, Texas and the parties agree to submit to the exclusive personal jurisdiction of such courts. The foregoing, however, shall not be construed or interpreted to limit or restrict the right or ability of the City to seek and secure injunctive relief from any competent authority as contemplated herein.

7.25 **Invalidity.** The invalidity, illegality, or unenforceability of any provision of the Contract shall in no way affect the validity or enforceability of any other portion or provision of the Contract. Any void provision shall be deemed severed from the Contract and the balance of the Contract shall be construed and enforced as if the Contract did not contain the particular portion or provision held to be void. The parties further agree to reform the Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Contract from being void should a provision which is the essence of the Contract be determined to be void.

7.26 **Holidays.** The following holidays are observed by the City:

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

If a Legal Holiday falls on Saturday, it will be observed on the preceding Friday. If a Legal Holiday falls on Sunday, it will be observed on the following Monday.

7.27 **Survivability of Obligations.** All provisions of the Contract that impose continuing obligations on the parties, including but not limited to the warranty, indemnity, and confidentiality obligations of the parties, shall survive the expiration or termination of the Contract.

7.28 **Non-Suspension or Debarment Certification.** The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. By accepting a Contract with the City, the Vendor certifies that its firm and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.



7.29 **Incorporation of Documents.** Section 0100, Standard Purchase Definitions, is hereby incorporated into this Contract by reference, with the same force and effect as if they were incorporated in full text. The full text versions of this Section are available, on the Internet at the following online address:  
[https://assets.austintexas.gov/purchase/downloads/standard\\_purchase\\_definitions.pdf](https://assets.austintexas.gov/purchase/downloads/standard_purchase_definitions.pdf)

7.30 **Order of Precedence.** The Contract includes, without limitation, the Solicitation, the Offer submitted in response to the Solicitation, the Contract award, the Standard Purchase Terms and Conditions, Supplemental Terms and Conditions if any, Specifications, and any addenda and amendments thereto. Any inconsistency or conflict in the Contract documents shall be resolved by giving precedence in the following order.

7.30.1 any exceptions to the Offer accepted in writing by the City;

7.30.2 the Supplemental Purchase Terms and Conditions;

7.30.3 the Standard Purchase Terms and Conditions;

7.30.4 the Offer and exhibits; within the Offer, drawings (figured dimensions shall govern over scaled dimensions) will take precedence over specifications or scope of work.

7.31 **Interlocal Purchasing Agreements.**

7.31.1 The City has entered into Interlocal Purchasing Agreements with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible agencies that have an interlocal agreement with the City.

7.31.2 The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.

In witness whereof, the parties have caused duly authorized representatives to execute this Contract on the dates set forth below.

TEXAS RIOGRANDE LEGAL AID INC

By: 

Signature

Name: Robert Doggett

Printed Name

Title: Executive Director

Date: 7/17/19

CITY OF AUSTIN

By: 

Signature

Name: Ricardo Zavala

Printed Name

Title: Procurement Specialist III

Date: 7/17/19

## **List of Exhibits**

Exhibit A	City Scope of Work
Exhibit B	Texas Rio Grande Legal Aid Inc Proposal ("Contractor's Proposal")
Exhibit C	Non Discrimination Certification, Section 0800
Exhibit D	Non-Suspension or Debarment Certification, Section 805



**Texas CBAR New DRAFT Scope**

Current Contract Amount: \$25,000

New Contract Amount: \$35,000

**3.0 Tasks/Requirements**

**3.1 Contractor's Responsibilities**

The Contractor shall work as an integral member of the City of Austin's Economic Development Department's place-based Economic Development initiatives specific to supporting the Souly Austin Program. The team will consist of city staff, additional external subject matter expert. The Contractor is expected to meet with the team representatives as identified in the scope of work and deliverables. The Contractor shall provide technical and professional expertise, knowledge and project management skills and other resources required for accomplishing all aspects of the Scope of Work. The deliverables and activities within this Scope of Work shall be hands on, requiring the contractor to implement activities during nontraditional hours due to business and property owner schedules. The contractor shall exhibit flexibility in working to achieve the goals of the Scope of Work.

The activities are intended to be inclusive of all business types including chain and franchise stores, small offices, and non-retailers. The contractor shall identify and implement new approaches and technologies as appropriate to deliver the technical assistance, trainings and resources. While the technical assistance and training materials will address key issues that may arise when creating a merchants association, the services through this contract are not meant to be interpreted as legal advice and do not substitute for obtaining legal counsel from an attorney as needed by the budding or formed merchants associations.

3.1.1. The Contractor shall provide written agendas for ongoing project management check in meetings and stakeholder meetings including summaries after each such meetings are complete.

3.1.2. The Contractor shall submit draft documents and contract deliverables for the City to review in accordance with the project timeline

3.1.3. The Contractor shall exercise professionalism in working with stakeholders in representing the City of Austin

3.1.4. The Contractor shall provide a holistic approach to the deliverables and when applicable research and reference existing documents, best practices and policy

**3.2 City's Responsibilities**

3.2.1. The City will provide timely feedback and review of documents and deliverables

3.2.2. The City will provide Contractor with dates for meetings within a reasonable period in advance of the meetings

3.2.3. The City will facilitate regular team meetings with all Contractors and share information as applicable

3.2.4. The City will serve as the lead representative throughout all activities in the scope of work

**4.0 Deliverables and Qualifications**

**4.1 Deliverables Timeline:**

The Contractor shall be involved, deliver and produce services throughout an initial twelve (12) month process following the execution of this contract. There is an option to renew the contract for up to two years following initial one-year period and offers a 120 day hold over per annual contract should an extension of time be warranted

**4.2 Acceptance Criteria:**

The Contractor deliverables shall satisfy the requirements of this scope of work and are subject to the approval of the City of Austin. Deliverables may be returned to the Contractor for revisions and edits to satisfy a successful deliverable.

**4.3 Contractor Qualifications:**

Contractor shall have access to commonly used materials, forms, and documents related to nonprofit and unincorporated association formation, management and best practice. The Contractor shall have experience in providing legal education through workshops and trainings on this specific subject matter. Contractor shall have experience in development of legal resources to support emerging merchant associations.

**4.4 Deliverables:**

**4.4.1. Deliverable: Contractor and City of Austin Kick Off meeting**

Not to exceed one (1) meeting, 90 minutes

Within thirty (30) days of contract execution, the contractor shall attend a kick off meeting with the City of Austin staff to accomplish the following as indicated below.

4.4.1.1. Understand the goals and implementation of the Souly Austin Program

4.4.1.2. Gain a clear understanding of the activities and accomplishments of the Program

4.4.1.3. Gain a clear understanding of expectations as a contractor of the City of Austin

4.4.1.4. Review existing training materials, resources, best practices as applicable to contractor work and deliverables

4.4.1.5. Request any specific data or information needed in order for this effort to be successful

4.4.1.6. Establish schedule of Quarterly Meetings

**4.4.2. Deliverable: Project Approach and Timeline**

Within two (2) weeks of the kick off meeting the Contractor shall develop a written project timeline and approach inclusive of all deliverables outlined in this Scope of Work and provide to the City of Austin, Project Manager. The proposed timeline is subject to the approval of the City of Austin and may be returned to Contractor for revisions until an agreeable format is finalized. Project timeline shall include suggested delivery dates of draft materials, regular check in's, and written progress reports. Timeline is not required to reflect specific dates for merchant association meetings as these meetings will be set as progress is made with the Souly Austin team. City of Austin staff agrees to provide a minimum two (2) week notice to the Contractor of meetings with merchant associations.

Project approach should include approach details on the following deliverables referenced within the Scope of Work:

4.4.4. Deliverable: Facilitation of a Merchant Association Annual Assessment, including development of key findings report

4.4.5. Deliverable: Development and facilitation of technical assistance and training materials

**4.4.3. Deliverable: Quarterly Souly Austin Check-in**

Not to exceed four (4) total meetings, 60 minutes each

Contractor shall meet in person with the City once every quarter to discuss activities occurring within that period. This meeting shall serve as an opportunity to share concerns and/or provide recommendations on how to approach the next quarter more effectively.

Within a minimum of five (5) days of the quarterly meeting, the Contractor shall prepare a one sheet summary of all quarterly activity to include the following:

4.4.3.1. Work completed to date and summary of activities

4.4.3.2. Questions, comments and concerns for discussion

4.4.3.3. Anticipated next steps and deliverables



**4.4.4. Deliverable: Facilitation of a Merchant Association Annual Assessment, including development of key findings report**

Not to exceed eight (8) annual assessments and eight (8) key findings reports.

In coordination with the City of Austin Project Manager and the Souly Austin team (as applicable) the Contractor shall facilitate a Merchant Association Annual Assessment to each of the established Souly Austin Associations. The Annual Assessment serves as a checks and balances assessment tool for the merchants association to determine compliance with regulatory documentation, best practices and specific areas for improvement or resources. The result of the annual assessments will be the completion of a key findings report to be shared with the City of Austin and each merchants association. The key findings report is intended to be a hands-on tool that will be completed by the Contractor and partner resources as applicable with the associations' designated Board of Directors. The key findings report will include, but not be limited to:

- 4.4.4.1 Direction on future technical assistance and trainings,
- 4.4.4.2 Identify areas of organizational improvement;
- 4.4.4.3 Provide recommendations to further support organizational capacity and development.

The key findings reports are due within thirty (30) days of the facilitation of each individual assessment.

**4.4.5. Deliverable: Development and facilitation of technical assistance and training materials**

In coordination with the Souly Austin team and timeline, the Contractor shall deliver the technical assistance and training materials to the eligible Souly Austin districts. Materials produced must be reviewed and approved by the City of Austin prior to delivery and must include the Souly Austin program branding and City logo as part of the copy. It shall also include the Contractor's information. Existing training materials must be reviewed and updated on an annual basis to ensure relevance and inclusion of best practices.

Implementation of the technical assistance and training considerations include a neutral location for execution and a resource guide for the businesses to maintain after the training is completed. Materials must be reviewed and approved by the City of Austin at least one week prior to the delivery to the specific audience. Facilitation of technical assistance and training shall include:

- 4.4.5.1. *Souly Austin Districts.* Not to exceed twenty (20) trainings, 60 minutes each  
The Contractor shall facilitate up to twenty (20) trainings amongst the eligible Souly Austin merchants associations. The Souly Austin team will identify the districts and the trainings required and will collaborate with the Contractor to establish a timeline for completion.

A survey shall be provided to participants after each training or technical assistance session to evaluate the process for future programming. The survey shall be crafted with the Souly Austin team and the Contractor.

Development of new training material will be determined through the process of post training surveys, and shall include the following:

- ii. *New Trainings Material Development* (not to exceed three (3) new topics and materials). New trainings and materials up to three (3) new topics determined through the process of the contract will be identified. Contractor shall be responsible for new material/training development.

**4.4.6. Deliverable: Attend and/or Facilitate District Meetings**

The Contractor shall attend and/or facilitate up to eight (8) district meetings of up to 90 minutes each in each of the established Souly Austin districts. The purpose of this facilitation/attendance is to provide established merchants associations with an opportunity to receive 90 minutes with a professional who can help guide and support them with any inquires that might require legal assistance. This meeting is an opportunity for the merchants association to engage in a conversation with the contractor that positively

impacts their association and their efforts. The facilitation of this meeting will be coordinated with City of Austin and the merchants association to determine need and availability.

City of Austin in coordination with the Merchants Association will provide an agenda one week prior to the meeting, allowing the contractor to prepare any items that might be needed for discussion.

**4.4.7. Deliverable: Provide access to community resources for additional support**

The City of Austin cannot provide direct legal services through contracted services. Through the training and technical assistance, the Contractor shall be expected to share resources with the community and provide access to community resources to further support and stabilize the newly forming merchants associations. The Contractor shall provide referrals and access to community resources for additional support which may include external community legal education, access to networks and case management services that may be beneficial to the formation of a merchants association and additional resources as needed.

**4.4.8. Deliverable: Closing Report**

The Closing Report shall be due following the implementation of the training and technical assistance series. The report shall include, but not be limited to the following:

- 4.4.8.1. A summary of training materials and technical assistance provided,
- 4.4.8.2. An overview and key takeaways from the training sessions
- 4.4.8.3. Recommendations or modifications specific to future trainings or technical assistance;
- and 4.4.8.4. Key observations from working with the businesses throughout the process.

**4.4.9. Deliverable: On-going project management and communication**

The contractor is responsible for ongoing communication including challenges and success to the City of Austin and Souly Austin team. Contractor and City of Austin to determine frequency of check-in meetings.





4920 N. IH-35, Austin TX 78751,

Tel. (512) 374-2712, Fax. (512) 447-3940

Email. [texasobar@trla.org](mailto:texasobar@trla.org), Website <http://www.trla.org/nonprofits>

Texas Community Building with Attorney Resources (Texas CBAR) is the leading statewide community development business law pro bono project linking real estate, tax, and other transactional attorneys with nonprofits working to improve the quality of life for low-income Texas families and to revitalize Texas communities. Texas CBAR was formed in collaboration with the private bar and legal services programs and pro bono programs in the state. Texas CBAR is a special project of Texas RioGrande Legal Aid (TRLA).

Texas RioGrande Legal Aid's mission is to promote the dignity, self-sufficiency, safety and stability of low-income residents of 68 counties across South, Central, and West Texas. We do this by providing more than 23,000 low-income families with high-quality, free civil legal representation, advice, and related legal education.

Texas CBAR's target population are nonprofits that serve a low-income community or individuals, and low-income microentrepreneurs who are unable to access affordable legal assistance; and are engaged in affordable housing, community development project designed to revitalize or enhance communities, social service activities designed to build healthier communities, and economic development.

Texas CBAR provides legal services to nonprofits and microentrepreneurs through direct representation and individual consultation from TRLA's Community Development and Microenterprises teams. In addition, pro bono referral services are provided through its statewide pro bono referral program, which is composed of more than 160 of the state's largest firms and legal departments that have special expertise in business, tax, and employment law.

In 2018, Texas CBAR has linked 150 legal matters from community-based nonprofits and microentrepreneurs with 139 participating pro bono attorneys. In addition, Texas CBAR has leveraged nearly \$700,000 in value from volunteer resources.

Our approach to delivering direct legal services is highly efficient and effective. Because we devote our time to coordinating this network of attorney volunteers and linking them with the microenterprises who need them most, we are able to provide one-on-one services while minimizing our overhead costs and maximizing our impact on communities in need. For every dollar invested in Texas CBAR, more than four dollars in legal services are delivered to our clients.

This project is designed to fit into CBAR's highly efficient model; and has been successful in providing the services needed and requested by the merchants' associations. CBAR's longstanding in-house expertise and development of legal resources allows the associations to leverage both staff knowledge of resource partners as well as the legal resource library on the CBAR website. Our network of expert pro bono attorneys and well-developed referral program provide emerging merchants' associations the opportunity to obtain legal information regarding formation and governance issues that can be critical to their future success and provides a ready framework for these emerging organizations to access free

high-quality legal services. This allows these entities to direct their limited resources to the growth of their programs — strengthening their local communities and economies.

Attached please find the resume of the key staff person assigned to this project.



## **Texas RioGrande Legal Aid, Inc.**

MERCEDES OFFICE

301 South Texas Avenue, Mercedes, TX 78704  
Telephone (956) 447-4800, Toll Free (800) 369-9270  
Fax (956) 825-7035, [www.trla.org](http://www.trla.org)

### **Texas RioGrande Legal Aid Pricing Proposal**

<b>DESCRIPTION</b>	<b>\$Amount</b>	<b>months/ total #</b>
Ongoing Project Management & Communication	\$ 2,695.00	12 months
Kick-Off Meeting	\$ 735.00	1
Project Approach & Timeline	\$ 770.00	1
Team Meetings	\$ 1,470.00	4
Facilitation of Annual Assessments & Key Finding Reports	\$ 16,800.00	8
Closing Report	\$ 2,100.00	1
New Trainings & Materials	\$ 1,400.00	2
Trainings	\$ 5,880.00	20
Attend/ or Facilitate District Meetings	\$ 1,470.00	8
Provide Access to Community Resources for Addit'l Support	\$ 1,680.00	12 months

**TOTAL \$ 35,000.00**



## **ANDREA HARRINGTON**

Texas RioGrande Legal Aid  
4920 N. IH-35, Austin, TX 78751

aharrington@trla.org  
(512) 374-2713

### **Education**

The University of Texas School of Law, Austin, TX

J.D., May 2003

Harvard University, Cambridge, MA

A.B. in Government, *cum laude*, June 1998

### **Legal Experience**

Texas RioGrande Legal Aid/Texas CBAR, Austin, TX

July 2005 - present

*Attorney Microenterprises Team Manager (2018)*

#### **Program Management and Administration:**

- primary attorney responsible for the Microenterprises Team; providing high-quality legal assistance to low-income entrepreneurs and micro and emerging businesses through in-house representation and referral to pro bono attorneys;
- create, pilot, launch, and obtain grant funding for pro bono small business legal clinics in Austin, Dallas and San Antonio, providing individual consultations for microenterprises and emerging businesses and pro bono opportunities and support (accredited CLE and library of written material) for business attorneys and corporate counsel;
- create communications materials (annual report, quarterly newsletters) for Texas C-BAR and LAMP, write and submit grant applications, fundraising appeals, track and report budgeting and grant outcomes;
- supervise law clerks interested in microenterprises and economic development work representing clients in transactional matters, trial matters, and in creating legal resources for clients;
- recruit and outreach to legal community for attorneys interested in transactional pro bono opportunities, collaborate with Texas C-BAR's network of pro bono attorneys to provide high quality legal services to microentrepreneurs, and review intakes and screen cases to provide quality, fulfilling transactional pro bono opportunities for the private bar;
- partner with City of Austin, Austin Community College, Foundation Communities' Community Tax Centers, Texas A&M International University, and microenterprise development programs throughout Texas, such as ACCION Texas, BiGAustin, Cooperation Texas, and SCORE to deliver individual consultations and legal education seminars directly to microentrepreneurs on topics including: basic legal issues, contracts, employment law, tax law, and consumer protection;
- provide legal issue spotting training and program management training to microenterprise program staff, on a state and national level;
- outreach to microentrepreneurs, microenterprise practitioners, microenterprise development programs, and volunteer private attorneys; and
- create free legal resources for microentrepreneurs such as model documents, how-to guides, tax toolkit, educational presentations and program website.



**Legal Work:** Represent low-income, financially eligible microentrepreneurs and nonprofits in transactional, administrative and civil litigation and appellate matters in various business-related areas of law including:

- regulatory (advice and assistance with licensing and permitting compliance, representation in front of State Office of Administrative Hearings and Texas Department of Licensing and Regulation, assistance with compliance issues with the Texas Department of Transportation, TABC, and the Texas Comptroller, assistance in applying for SBA and State of Texas minority and historically underutilized business certifications, representation in dispute with the Texas Boll Weevil Eradication Foundation);
- real estate (review and negotiation of commercial lease agreements, assistance in negotiating the assumption of leases as a sub-tenant, preparation of demand letters for the return of security deposits, assisted pro se preparation of small claims court pleadings for relief in wrongful lockout, constructive eviction and wrongfully retained security deposit matters);
- tax (assistance in compliance with county personal property tax filings, representation and advice in state sales tax matters, including voluntary compliance and sales tax liability disputes, advice in federal tax compliance matters, representation in dispute with Texas Comptroller and Texas Workforce Commission);
- contract (drafting of releases and waivers, contracts for use with clients' customers and sub-contractors, representation in contract enforcement actions);
- corporate law and governance (advice regarding entity selection, drafting incorporation and entity governance documents, assistance in dissolution);
- intellectual property (registration of trademarks, drafting nondisclosure agreements);
- consumer law (representation of business consumers in DTPA dispute);
- property (representation in materialmen's lien matter); and
- provide individual consultations consisting of brief legal assistance and advice.

**Attorney- Family Law Team**

August 2003 – July 2005

- represented victims of domestic violence in family law proceedings in Travis, Hays, Caldwell, Burnet, Williamson and Llano counties;
- supervised summer law clerks interested in family law;
- provided counsel and advice to clients at evening legal clinics;
- collaborated on an amicus brief-writing project for a protective order enforcement case before the U.S. Supreme Court;
- provided training for a community-based domestic violence court watch program in Williamson County;
- served as a liaison between Texas RioGrande Legal Aid and the Hays-Caldwell Women's Center; and
- interviewed law students interested in pursuing careers with Legal Aid and in the non-profit sector.

**Presentations and Trainings**

Equal Justice Conference

Poverty Law Conference

Association of Enterprise Opportunity Conference

**Community Interests and Language Skills**

- PSSNA – Parks Committee Chair – 2016 - present
- Harvard College Volunteer Interviewer – 2015 - present

- **UT Law School Mentor – 2015-present**
- **AISD SHAC Subcommittee Member – 2017**
- **Ridgetop Elementary PTA Amigos – Monthly Newsletter, 2013 – 2014, Room Parent 2013 - 2016**
- **Commissioner, Austin Commission on Immigrant Affairs, 2004-2006, Vice-Chair, 2006**
- **Volunteer – Texas Civil Rights Project annual Bill of Rights Dinner, 2001 - 2008**
- **Volunteer ESL instructor at Our Lady of Guadalupe Church, October 2001- March 2002**
- **Member: Austin Bar Association, Travis County Women Lawyers, Hispanic Bar Association of Austin**
- **fluent in Spanish**

**City of Austin, Texas  
NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION**

**City of Austin, Texas  
Equal Employment/Fair Housing Office**

To: City of Austin, Texas,

I hereby certify that our firm complies with the Code of the City of Austin, Section 5-4-2 as reiterated below, and agrees:

- (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter, including affirmative action relative to employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training or any other terms, conditions or privileges of employment.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Equal Employment/Fair Housing Office setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with City and the Equal Employment/Fair Housing Office in connection with any investigation or conciliation effort of the Equal Employment/Fair Housing Office to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require of all subcontractors having 15 or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with the City subject to the terms of this chapter that they do not engage in any discriminatory employment practice as defined in this chapter

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Non-Discrimination and Non-Retaliation Policy set forth below.

**City of Austin  
Minimum Standard Non-Discrimination and Non-Retaliation in Employment Policy**

As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.

The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.



The Contractor agrees to prohibit retaliation, discharge or otherwise discrimination against any employee or applicant for employment who has inquired about, discussed or disclosed their compensation.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination and non-retaliation employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE THE CITY A COPY OF THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICIES ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION AND NON-RETALIATION POLICIES, AS SET FORTH HEREIN, OR THIS NON-DISCRIMINATION AND NON-RETALIATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL

**Sanctions:**

Our firm understands that non-compliance with Chapter 5-4 and the City's Non-Retaliation Policy may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4 and the Non-Retaliation Policy.

**Term:**

The Contractor agrees that this Section 0800 Non-Discrimination and Non-Retaliation Certificate of the Contractor's separate conforming policy, which the Contractor has executed and filed with the City, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payment, the Contractor's Non-Discrimination and Non-Retaliation Policy will automatically renew from year-to-year for the term of the underlying Contract.

Dated this 13th day of June.

CONTRACTOR  
Authorized  
Signature

Title

Texas Rio Grande Legal Aid  
Art Dags  
Executive Director

City of Austin, Texas  
Section 0805  
NON-SUSPENSION OR DEBARMENT CERTIFICATION

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000.00 and all non-procurement transactions. This certification is required for all Vendors on all City of Austin Contracts to be awarded and all contract extensions with values equal to or in excess of \$25,000.00 or more and all non-procurement transactions.

The Offeror hereby certifies that its firm and its principals are not currently suspended or debarred from bidding on any Federal, State, or City of Austin Contracts.

Contractor's Name:

Texas Rio-Grande Legal Aid

Signature of Officer or  
Authorized  
Representative:



Date:

6/13/19

Printed Name:

Robert Doggett

Title

Executive Director



## City of Austin Purchasing Office

### Certificate of Exemption for Professional Services, Public Health and Safety or Other Exempt Purchase (Non-Competitive)

DATE: 6/6/2019

DEPT: Economic Development Department

TO: Purchasing Officer or Designee

FROM: Nicole Klepadlo

PURCHASING POC:

PHONE:

Chapter 252 of the Local Government Code requires that municipalities comply with the procedures established for competitive sealed bids or proposals before entering into a contract requiring an expenditure unless the expenditure falls within an exemption listed in Section 252.022.

Refer to Local Government Code 252.022 for a complete list of exemptions:

[Link to Local Government Code](#)

The City has selected a vendor for contract award and declares the competitive solicitation procedures in Local Government Code Chapter 252.022 to be exempt for this procurement. This Certificate of Exemption is hereby executed and filed with the Purchasing Office as follows:

1. The undersigned is authorized and certifies that the following exemption is applicable to this procurement.

Please check the criteria listed below that applies to this request:

- ☐ A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of a municipality.
- ☐ A procurement necessary to preserve or protect the public health or safety of the municipality's residents.
- ☐ A procurement necessary because of unforeseen damage to public machinery, equipment, or other property.
- ☒ A procurement of personal, professional, or planning services
- ☐ Other exemption from Chapter 252.022: \_\_\_\_\_



## 2. Describe this procurement

- What it is for and why it is needed?

*The services provided by the vendor will provide the City of Austin's Economic Development Department technical assistance and trainings in support of business district development. Specifically, the services provided by the vendor will support the Souly Austin Program goals in fostering the development of emerging associations through resource connections and training. The vendor will provide services for existing and new districts through the Souly Austin program. These trainings and assistance are critical to the success of these grassroots organizations that are led by Austin merchants and that seek to improve the economic vitality of these places.*

*Without this contract, the Economic Development Department would need to develop resources and trainings from scratch. The vendor has created a process for training needs related to the Souly Austin Business Districts, including extensive training curriculum. The services provided by the vendor are essential to the Souly Austin program, as there is no other organization in Austin that is able to offer the breadth of services needed to support business district development.*

- Describe the following (as applicable):

- **For Public Calamity, Public Health and Safety, Unforeseen Damage to Public Machinery or Equipment, or Critical Business Need Exemptions:**

- Provide description of the event leading to the procurement and a business justification for this purchase.
- What would be the impact to department operations and the community if this purchase was not made?
- How and why this vendor was selected?

- **For Professional, Personal, or Planning Service Exemptions:**

- Why is the vendor the most qualified to provide the services? *The contractor has the personnel and the knowledge to support these forming merchant's association. The organization provides tailored trainings and pro-bono attorney services, and already has a process for ensuring that these merchants associations are well equipped to succeed. The contractor has provided services to the City's Economic Development Department in the past, allowing the contractor to gain extensive knowledge on City processes, which would require additional work hours to educate any other consultants. The contractor has provided pro-bono attorneys to more than 1,500 community-based non-profits across the state from more than 200 of the largest law firms and legal departments in the state of Texas. The contractor has developed a process for commercial business districts participating in the Souly Austin program, including training curriculum that is essential to the success of these emerging associations.*
- Does this vendor have a history of working with the City? *If so, was it on this particular service? The contractor has provided services to the City of Austin's Economic Development Department, since the inception of the Souly Austin program in 2014. The contractor has developed a process and training curriculum unique to the Souly Austin program.*
- Will this procurement be component of a larger service or phases of service? *N/A*
- Is the vendor a City of Austin local vendor? *Yes*
- Does the vendor hold an M/WBE certification with the City, a HUB certification with the State of Texas, or any other minority or women owned certifications?
- What qualifications, certifications, or specialized training does the vendor have? *The vendor operates with a distinctive pro-bono referral program, which surpasses other firms as there is no other organization in the Austin areas to provide such services. The vendor is able to provide access to pro-bono attorneys, with special expertise in business, tax, and employment law with non-profits and microenterprises from more than 200 of the largest law firms and legal*

*departments in the state of Texas. Through the vendors network they are able to provide a referral service that connects the budding merchants associations with legal coaching towards the success of their association and has developed a tailored merchants association training curriculum.*

- *What is the impact if a contract is not secured with this particular vendor (loss of project timeline, loss of funding etc.)? There is not one organization in the Austin area that is able to provide all of these services together. Furthermore, the unique set of services and trainings offered to the program and its participating merchants associations would have to be recreated from scratch including merchants association trainings and annual evaluations, through either dedicated internal staff time or the procurement of another vendor.*
- *What other vendors can provide these services and why are they not the best fit for the contract? Based on a current profile of organizations in Austin, there is no other organization that offers the level of services than the selected vendor. Other vendors are not as familiar with the Souly Austin program and the work it does, nor are they as experienced in working with forming and developing self-sustaining merchants associations. These are all critical to the success of the program and these organizations, and will help the Economic Development Department achieve its goals more effectively and efficiently.*

○ **For Other Exceptions from Chapter 252.022:**

- Explain the circumstances of the procurement.

○ **Prices were determined to be reasonable based on the following (select all that apply):**

- ☐ Prices are established under a current Cooperative contract.

**Notes:** At a minimum, note the contract number, contract title, cooperative entity, and government or entity who created the contract.

- ☒ Prices are the same or similar to current City contract.

**Notes:** At a minimum, note the City of Austin contract number and title.

- ☐ Prices are the same or similar to current contract with another government.

**Notes:** At a minimum, note the contract number, title and government that created the contract.

- ☐ Prices are on a current and publicly available list price, for the same or similar products, available to all government and commercial customers.

**Notes:** At a minimum, note the list price title, source of the list price (catalog and catalog publish date or web address and download date).

- ☐ Prices are established by law or regulation.

**Notes:** At a minimum, note the legal or regulatory reference that established the prices.

- ☐ Other means of determining Price Reasonableness.

**Notes:** Describe any other source that was used to establish Price Reasonableness.

\* The questions in the form are designed to justify why this purchase should be exempt from a competitive procurement process. Failure to provide adequate documentation to substantiate the request may lead to the request being rejected.



The City of Austin Economic Development Department required the services provided by the vendor to fulfill the goals of the Souly Austin program. Souly Austin requires the support and technical assistance the vendor provides to emerging associations through resource connections and training. The vendor has provided the Souly Austin program with a referral service that connects the budding associations with legal coaching towards the successful formation and maintenance of merchants associations. The vendor will connect Souly Austin business districts with a pro-bono attorney who meets with districts independently from the City. The pro-bono attorney provides legal support during the merchants association formation and development. Th City is not authorized to provide legal guidance to the businesses participating in the Souly Austin program, therefore, the vendor has developed and provided a training series specific to the formation of merchants association that serve as additional resources that further educate businesses. The trainings developed by the vendor build on one another, creating a continuity in service that would take time and a financial commitment to reconstruct if a new vendor is hired. Without this contract, the unique set of services and trainings offered by the vendor to the Economic Development Department would have to be recreated from scratch. The services provided by the vendor are essential to the Souly Austin program, and there is no other organization in the Austin area able to provide such services.



3. Forward the completed and signed Certificate of Exemption to the Purchasing Office along with the following documentation:

- ☒ Scope of Work or Statement of Work (if applicable)
- ☐ Vendor's proposal/quote (if applicable)
- ☐ Project timeline with associated tasks, schedule of deliverables or milestones, and proposed payment schedule
- ☒ Professional resumes, certifications, and/or licenses (Professional, Personal or Planning Services Only)
- ☐ Other supporting documentation

4. Because of the above facts and supporting documentation, the City of Austin exempts this procurement from Local Government Code Chapter 252 and intends to contract with:

(Vendor Name): Texas RioGrande Legal Aid\_ for

(Description of Procurement): Training and Technical Services to the City of Austin Economic Development

Department – Souly Austin program

5. Check the contract type (one-time or multi-term) and fill in the dollar amount and term as applicable:

☐ This is a one-time request for \$ \_\_\_\_\_

☒ This is a multi-term contract request for 12 (# months for base term) in the amount of \$ 35,000 with 2 (# of renewal options) for \$ 35,000.00 each for a total contract amount of \$ 105,000.

Recommended  
Certification

  
Originator

6/6/19  
Date

Approved  
Certification

  
Department Director or designee

6.26.19  
Date

\_\_\_\_\_  
Assistant City Manager / General Manager Date  
or designee (procurement requiring Council approval)

Purchasing Office  
Review

\_\_\_\_\_  
Authorized Purchasing Office Staff

\_\_\_\_\_  
Date

Purchasing Office  
Management Review  
(If required due to signature authority level)

\_\_\_\_\_  
Purchasing Officer or designee

\_\_\_\_\_  
Date