



**Purchasing Modification
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

AGENDA ITEM NO.: 27
AGENDA DATE: Thu 01/29/2004
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SUBJECT: Authorize execution of Amendment No. 11 to a professional services agreement with BUSINESS RESOURCE CONSULTANTS (MBE/FB), Austin, TX, to extend the contract on a month to month basis for nine months in an amount not to exceed \$71,450 to provide African-American owned construction businesses with a support network and technical assistance for the Development Assistance Services Program, for a total contract amount not to exceed \$817,577.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$71,450 is included in the Fiscal Year 2003-2004 Approved Operating Budget of the Economic Growth and Redevelopment Services Office.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing **DIRECTOR'S**
DEPARTMENT: for Economic Growth and Redevelopment Services; **AUTHORIZATION:** Vickie Schubert

FOR MORE INFORMATION CONTACT: Mick Osborne, Sr. Buyer, 974-2995

PRIOR COUNCIL ACTION: 1/22/98 – Council approved original contract with two 12-month extension options. 5/24/01 – Council approved Amendment No. 6 for a month-to-month extension for 8 months. 10/11/01 – Council approved Amendment No. 7 for a month-to-month extension for 9 months. 10/24/02 – Council approved Amendment No. 9 for a month-to-month extension for 11 months.

BOARD AND COMMISSION ACTION: N/A

PURCHASING: N/A

MBE / WBE: This contract was awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

Business Resource Consultants provides cost estimating assistance for small contractors, legal services and training useful to small business owners, such as understanding and evaluating contracts, marketing, bidding, and financing.

The Economic Growth and Redevelopment Services Office (EGRSO), through the Small Business Development Program (SBDP), is requesting authorization to extend this contract on a month-to-month basis from January 1, 2004 through September 30, 2004. During the FY 2004 Budget Approval hearings, Council directed staff to extend this contract on a month-to-month basis to avoid disrupting services to Business Resource Consultants' clients while the City completes implementation of a new small business development services delivery system. The contract was extended administratively for the period of October 1, 2003 through December 31, 2003.

The SBDP has been working since 2000 to complete Council's directive to develop a comprehensive strategy for delivering effective and cost-efficient services to small business owners. The



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recommendations for the new delivery strategy and its service components have been finalized. An RFP will be issued in 2004 to solicit these services, and the resulting contracts are expected to be effective October 1, 2004.

| ACTION | DESCRIPTION | AMOUNT |
|-------------------|--|-------------------------|
| Original Contract | Council approved 12-month contract with two 12 month extension options | \$119,210 |
| Amend. #1 | Revised Development Assistance Services | 0 |
| Amend. #2 | 1st extension option was exercised | \$117,910 |
| | Admin. Award – to enhance services (CDBG) | \$ 25,000 |
| Amend. #3 | Admin. Award - to add Haz-Mat Materials Training | \$ 14,500 |
| N/A | Admin. Award - to add Haz-Mat Materials Training | \$ 6,500 |
| N/A | Admin. Award – to enhance services (Council added funding to 99-00 budget for this) | \$ 39,000 |
| Amend. #4 | 2nd extension option was exercised | \$117,910 |
| Amend. #5 | Admin. Award – to extend contract for 3 months | \$ 26,465 |
| Amend. #6 | Council approved extension of the contract for 8 months on a month-to-month basis | \$ 70,574 |
| Amend. #7 | Council approved an amendment extending the contract for 9 months on a month-to-month basis | \$ 79,389 |
| Amend #8 | Contract was extended administratively for one month | \$ 8,821 |
| Amend #9 | Council approved an amendment extending the contract for 11 months on a month-to-month basis | \$ 97,031 |
| Amend #10 | Contract was extended administratively for three months | \$ 23,817 |
| Prop. Amend. #11 | Authorize an amendment extending the contract for 9 months | <u>\$ 71,450</u> |
| TOTAL | | <u>\$817,577</u> |

MBE/WBE Subcontracting Participation: 7.5% /0.0 %

Prime MBE Participation: 79.1%

Reference Contract No. S980139

MBE TOTAL – PRIME

\$56,450

79.1%

Business Resource Consultants (MBE/FB)

MBE

\$5,400

7.5%

Hispanic

\$5,400

7.5%

J P Printing and Mailing (MBE/FH)

\$5,400

7.5%

WBE

\$0

0.0%

Non-Certified

\$9,600

13.4%

Beverly Landers (Non/FB)

\$4,800

6.7%

M2 Consulting (Non/MB)

\$4,800

6.7%