



**Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 50
AGENDA DATE: Thu 07/29/2004
PAGE: 1 of 2**

SUBJECT: Authorize negotiation and execution of a 12-month service agreement with CONSERVATION SERVICES GROUP, Westborough, MA, for development of a training program "Home Performance with Energy Star" in an amount not to exceed \$85,410, with one 12-month extension option in an amount not to exceed \$85,410, for a total contract amount not to exceed \$170,820.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$14,235 is available in the Fiscal Year 2003-2004 Amended Operating Budget of the Electric Utility Department, Special Revenue Fund. Funding for the remaining 10-months of the original contract and the extension option is contingent upon funding in future budgets.

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

REQUESTING Purchasing **DIRECTOR'S**
DEPARTMENT:for Austin Energy; **AUTHORIZATION:** Vickie Schubert

FOR MORE INFORMATION CONTACT: Carole Martindale, Purchasing Manager/322-6155

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Best evaluated proposal of three proposals received.

MBE / WBE: This contract will be 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.

Under this service agreement, the contractor will develop a training program for Austin Energy (AE) contractors in the Home Performance with Energy Star program. The purpose of the agreement is to increase the number of participating contractors and the number of customers in AE's residential energy efficiency programs. The goal is to reduce the energy consumption of program participants. AE currently operates several residential energy efficiency programs, offering rebates and loans for energy reduction measures, as well as free weatherization for elderly, disabled, and low-to-moderate income families. These projects are a part of the Home Performance with Energy Star program.

The contractor will develop a technical training course for AE contractors in accordance with Building Performance Institute standards, and will provide "train the trainer" education to AE staff. The contractor will also provide a market and business development training program for AE contractors, to improve their ability to advertise their participation in the program and attract customers to participate. The contractor will provide a schedule and outline for continuing education after completion of the course. If the extension option is exercised, the contractor may perform actual training of AE contractors to augment AE staff capacities, perform additional AE staff training, and refine/update the programs provided to comply with revised or additional Energy Star requirements and opportunities.

MBE/WBE solicited: 10/2

MBE/WBE Responded: 0/0

RCA Serial#: 5786 Date: 07/29/04 Original: Yes
Disposition:

Published:
Adjusted version published:



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**RFP No. CM04300008
PRICE ANALYSIS**

- a. Adequate competition.
- b. Twenty-nine notices were issued, including 10 MBEs and 2 WBEs. Four solicitations were issued. Three proposals were received. MBEs/WBEs did not respond.

APPROVAL JUSTIFICATION

- a. The proposal submitted by the recommended awardee meets the requirements of the Request for Proposal.
- b. The Electric Utility Department concurs with the recommended award.
- c. Advertised on the Internet.