



Item #23

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

**AGENDA DATE: 4/6/2006  
ITEM NO:**

**Subject:** Authorize negotiation and execution of a 17-month service agreement with CAPITAL CITY AFRICAN AMERICAN CHAMBER OF COMMERCE, Austin, TX, to develop and deliver training to small business owners in an amount not to exceed \$85,000.

**Amount and Source of Funding:** Funding in the amount of \$35,000 is available in the Fiscal Year 2005-2006 Approved Operating Budget of the Economic Growth and Redevelopment Services Office. Funding for the remaining 12 months of the original contract period is contingent upon available funding in future budgets.

**Fiscal Note:** There is no unanticipated fiscal impact. A fiscal note is not required.

**Requesting Department:**

**For More Information:** Vikie DeLuyck, MSW, Senior Buyer/974-2003; Rosalinda Jalifi, Small Business Administrator/974-7739

**Prior Council Action:**

**Boards and Commission Action:**

**Purchasing Language:** 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.

The City recognizes the contributions that small businesses make to Austin's economy, particularly their contribution to the creation of new jobs. At the direction of the City Council, staff designed a small business services delivery model that will strengthen the local economy by creating and developing small businesses.

This contract represents a component of the model that will provide group training to the general population of small business owners in the Austin area.

The Capital City African American Chamber of Commerce (CCAACC) will act as the Prime Contractor on behalf of the Multi Ethnic Chamber Alliance (MECA), which consists of the CCAACC, the Greater Austin Hispanic Chamber of Commerce (GAHCC), and the Austin Asian American Chamber of Commerce (AAACC). The MECA partners will develop and deliver training classes over a period of 17 months, with topics including, but not limited to, Business Plan Writing; Marketing; Cash Flow Management/Revenue Forecasting; Preparing Financial Statements; and Business Taxes. Classes will be tailored to the needs of clients at different skill levels, i.e., introductory, intermediate, and advanced. Special topic classes may also be developed in co-ordination with the Small Business Development Program (SBDP).

The contractor is required to deliver up to 3,000 hours of training for approximately 500 clients. An expected outcome is that 85% of the clients report that they acquired information to help them start a business, make their existing business more competitive, or expand their current business.

An RFP was issued on December 5, 2005, for qualified and experienced individuals, businesses, and/or non-profit agencies for consulting services to develop and deliver training classes to small business owners and entrepreneurs. Three proposals were received.

The proposals were evaluated by staff who possess strong training experience and credentials. The evaluation team was comprised of individuals from the Financial and Administrative Services Department and Human Resources Department, including two employees from the Organizational Development Administration Division.

The panel members recommended CCAACC as the best Proposer based upon the following categories: 1) the strength of the proposal, 2) experience, 3) administrative capability of the organization and 4) total evaluated cost.

MBE/WBE solicited: 42/12 MBE/WBE bid: 0/0

#### PROPOSAL ANALYSIS

a. Adequate competition.

b. Six-hundred and eighty-nine notices were sent with forty-two MBEs and twelve WBEs. Thirty-three solicitations were issued including two MBEs and no WBEs. Three proposals were received with no response from the MBEs or WBEs.

#### APPROVAL JUSTIFICATION

a. Best evaluated proposal.

b. The Purchasing Office concurs with the Small Business Development Program and ERGSO's recommended award.

c. Advertised in the Austin-American Statesman and on the Internet.