

A U S T I N C I T Y C O U N C I L

AGENDA



Thursday, November 16, 2006

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Purchasing Office RECOMMENDATION FOR COUNCIL ACTION

ITEM No. 31

Subject: Authorize award, negotiation and execution of a 10-month service agreement with BUSINESS INVESTMENT GROWTH (BiG), Austin, TX, to provide technical assistance in an amount not to exceed \$181,818.

Amount and Source of Funding: Funding is available in the Fiscal Year 2006-2007 Operating Budget of the Neighborhood Housing and Community Development Department.

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

Additional Backup Material
(click to open)
No Attachments Available

For More Information: Vikie DeLuyck, MSW, Senior Buyer/974-2003.

Purchasing Language: Best evaluated proposal of two proposals received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C 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

An RFP was issued on August 28, 2006, for an experienced business to provide technical assistance to certified Micro-Enterprise Businesses. A Micro-Enterprise Business is a sole proprietorship, partnership, or corporation that has fewer than 5 employees and one of the employees is the owner. The main objective is to provide operational funds or comprehensive training and technical assistance funded by the Community Development Block Grant Fund through the U S Department of Housing and Urban Development

A panel consisting of five professional and managerial staff from Austin Energy, Health and Human Services Department, and the Neighborhood Housing and Community Development Department evaluated the proposals. The panel members recommended Business Investment Growth (BiGAUSTIN) as the best proposal based upon the categories of 1) Strength of Proposal, 2) Experience 3) Administrative Capability and 4) Total Evaluated Cost

MBE/WBE solicited: 2/10 MBE/WBE bid: 0/0

PROPOSAL ANALYSIS a. Adequate competition. b. One-hundred and five notices were sent including two MBEs and ten WBEs. Twelve solicitations were issued. Two proposals were received with no response from MBEs/WBEs.

APPROVAL JUSTIFICATION a. Best evaluated proposal. b. The Purchasing Office concurs with the Neighborhood Housing and Community Development Department's recommended award. c. Advertised in the Austin-American Statesman and on the Internet.