

A U S T I N E N E I R G Y C O U N C I L

AGENDA



Thursday, January 11, 2007

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Purchasing Office RECOMMENDATION FOR COUNCIL ACTION

ITEM No 46

Subject Authorize award, negotiation and execution of 9-month service agreement with PEOPLEFUND, Austin, TX, for technical assistance consulting services in an amount not to exceed \$150,000

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 Sole proposal 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 October 30, 2006 for an experienced business to provide technical assistance consulting services to Micro-Enterprise Businesses. The main objective is to provide operational funds for comprehensive and essential classroom training. The technical assistance services will be funded by Community Development Block Grant Funds through the U. S. Department of Housing and Urban Development. Technical assistance consulting services to be provided will include the following: -Certifying eligible Micro-enterprise businesses, -Training activities on topics such as marketing, sales, financial management, how to write a loan proposal, government regulations, government contracting, and small business taxes, -Technical assistance to existing businesses who want to expand their business and, -Direct assistance with developing a marketing plan. Performance measurement information will be incorporated into the service agreement and entered into the City's web-based Service Provider Activity Reporting Database for tracking and verifying vendor performance.

A panel consisting of three professional and managerial staff from Austin Energy and Neighborhood Housing and Community Development Department evaluated the proposals. The panel members recommended the PeopleFund based upon the categories of 1) Strength of Proposal, 2) Experience 3) Administrative Capability and 4) Total Evaluated Cost.

MBE/WBE solicited 35/14 MBE/WBE bid 0/0

PROPOSAL ANALYSIS a Sole proposal Three other potential proposers were contacted and they indicated they could not submit a proposal at this time. b Two-hundred and eighteen notices were sent including thirty-five MBEs and fourteen WBEs. Four solicitations were issued including one MBE and no WBEs. One proposal was submitted.

APPROVAL JUSTIFICATION a The Purchasing Office concurs with the Neighborhood Housing and

Community Development Department's recommended award b Advertisised in the Austin-American Statesman and on the Internet