



**TO:** Mayor and City Council

**FROM:** Veronica Briseño, Director, Small and Minority Business Resources Department

**DATE:** February 8, 2019

**SUBJECT:** Staff cancellation request – RCA for Colette Holt & Associates

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Staff seeks a cancellation of the RCA for a multi-term contract with Colette Holt & Associates to conduct a disparity study of minority owned and women owned businesses.

Based on stakeholder input, staff has decided the best course of action is to cancel the RCA requesting a contract with Colette Holt & Associates. Staff will instead embark on a formal competitive solicitation process in the spring of 2019. Once the solicitation process is complete, staff will bring back to City Council the top ranked firm as the recommended awardee.

The MBE/WBE Ordinances sunset in March of 2020. In order to accommodate the revised disparity study timeline, an Ordinance amendment will be brought to Council in late 2019 to extend the sunset date.

Please contact me at 512.974.2156 if you have any questions.

cc: Spencer Cronk, City Manager  
Rodney Gonzales, Assistant City Manager  
Anne Morgan, City Attorney  
James Scarboro, Purchasing Officer  
Edward Campos, Assistant Director, SMBR