



**Professional Services Amendment
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 7
AGENDA DATE: Thu 02/03/2005
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SUBJECT: Approve the negotiation and execution of Amendment No. 1 to a professional service agreement with BUSINESS INVEST IN GROWTH, Austin, TX, to extend the contract for nine months in an amount not to exceed \$104,214, to provide technical assistance and training to qualified micro-enterprises through the City's Micro-Enterprise Technical Assistance Program for a total contract amount not to exceed \$138,952.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$104,214 is included in the Fiscal Year 2004-2005 Neighborhood Housing and Community Development Special Revenue Fund for the Community Development Block Grant.

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

REQUESTING Neighborhood Housing **DIRECTOR'S**
DEPARTMENT: and Community **AUTHORIZATION:** Paul Hilgers
Development

FOR MORE INFORMATION CONTACT: Paul Hilgers, Director, Neighborhood Housing and Community Development, 974-3108.

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: N/A

MBE / WBE: N/A

Approve the negotiation and execution of Amendment No. 1 to a professional services agreement with Business Invest in Growth (BiG), to extend the contract for nine months in an amount not to exceed \$104,214, to provide technical assistance and training to qualified microenterprises through the City's Micro-enterprise Technical Assistance Program, for a total contract amount not to exceed \$138,952. The contract was awarded administratively for the three month period from October 1 through December 31, 2004 by the Economic Growth & Redevelopment Services Department. This extension will allow small business owners and entrepreneurs to continue receiving services without disruption, while allowing City time to complete a Request For Proposal (RFP) process, and establish new service contracts for the new service delivery model for small business development services. An RFP process will be conducted to purchase the resulting services.

The City of Austin operates a Micro-enterprise Technical Assistance Program which is funded by Community Development Block Grant (CDBG) funds provided by the U.S. Department of Housing and Urban Development (HUD). The objective of training and technical assistance is to provide essential classroom training and technical assistance to qualified micro-enterprises. A micro-enterprise is defined as a business with five or fewer employees, one being the owner. BiG is to provide 650 hours of technical assistance, 1700 hours of classroom training, and create 4 jobs under the 12 months of this



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contract (the original three months approved administratively, and the 9 months currently under consideration).