

**AGENDA**



**Recommendation for Council Action (Purchasing)**

<b>Austin City Council</b>	<b>Item ID:</b>	33767	<b>Agenda Number</b>	52.
<b>Meeting Date:</b>	June 26, 2014			
<b>Department:</b>	Purchasing			
<b>Subject</b>				
Authorize award, negotiation, and execution of a service contract with ZUCKER SYSTEMS, or one of the other qualified offerors to Request for Proposal TVN0035 to provide consulting services for Planning and Development Review Department in an amount not to exceed \$249,500.				
<b>Amount and Source of Funding</b>				
Funding is available in the Fiscal Year 2013-2014 Operating Budget of the Planning and Development Review Department.				
<b>Fiscal Note</b>				
There is no unanticipated fiscal impact. A fiscal note is not required.				
<b>Purchasing Language:</b>	Best evaluated proposal received.			
<b>Prior Council Action:</b>	█			
<b>For More Information:</b>	Terry Nicholson, Senior Buyer Specialist, 512-974-2995			
<b>Boards and Commission Action:</b>	█			
<b>Related Items:</b>	█			
<b>MBE / WBE:</b>	This contract will be awarded in compliance with City Code Chapter 2-9C (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this contract.			

Additional Backup Information

The contract will provide consulting services for the Planning and Development Review Department (PDRD). The purpose is to conduct an organizational and operational analysis of the PDRD in an effort to increase process efficiency, customer satisfaction, and delivery of accurate and timely services. In addition, the analysis will examine current workflows, organizational structure, facilities, staffing, and service delivery of each division within the department and identify near-term recommendations for improvements. The consultant will provide PDRD with a complete list of prioritized recommendations, an implementation plan, an explicit timeline with detailed actions and concrete milestones for each recommendation.

This request allows for the development of an agreement with a qualified offeror selected by Council. If the City is unsuccessful in negotiating a satisfactory agreement with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that Council may select another qualified offeror and authorize contract negotiations with this provider.

MBE/WBE solicited: 19/15

MBE/WBE bid: 0/0

#### **PRICE ANALYSIS**

- a. Adequate competition
- b. 376 notices were sent including 19 MBEs and 15 WBEs. Four Proposals were received with no MBEs or WBEs responding
- c. This is the first purchase of its type; therefore, there is no pricing history available.

#### **APPROVAL JUSTIFICATION**

- a. Best evaluated proposal received.
- b. The Purchasing Office concurs with the Planning and Development Review Department's recommended award.
- c. Advertised in the Austin American Statesman and on the Internet.