

AGENDA



Recommendation for Council Action

AUSTIN CITY COUNCIL

Regular Meeting: March 1, 2018

Item Number: **015**

Purchasing Office

Authorize negotiation and execution of a contract with Community Technology Network, or the other qualified offeror to Request For Proposals JRH0104, to provide community technology access lab management services, for up to five years for a total contract amount not to exceed \$860,000. (Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, no subcontracting opportunities were available; therefore, no subcontracting goals were established.)

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| Lead Department | Purchasing Office. |
| Fiscal Note | Funding in the amount of \$172,000 is available in the Fiscal Year 2017-2018 Operating Budget of the Telecommunications and Regulatory Affairs Office. Funding for the remaining contract term is contingent upon available funding in future budgets. |
| Purchasing Language | The Purchasing Office issued a Request for Proposals (RFP) JRH0104 for these services. The solicitation issued on May 1, 2017 and it closed on May 25, 2017. Of the two offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a response list, is available for viewing on the City’s Financial Services website, Austin Finance Online. Link: Solicitation Documents <https://austintexas.gov/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=117387> . |
| For More Information | Inquiries should be directed to the City Manager’s Agenda Office, at 512-974-2991 or AgendaOffice@austintexas.gov <mailto:AgendaOffice@austintexas.gov> |

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| | <p>NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Persons: John Hilbun, at 512-974-1054 or john.hilbun@austintexas.gov <mailto:john.hilbun@austintexas.gov> or Jonathan Dalchau, at 512-974-2938 or jonathan.dalchau@austintexas.gov <mailto:jonathan.dalchau@austintexas.gov>.</p> |
| Client Department(s) | Telecommunications and Regulatory Affairs. |

Additional Backup Information:

The contract will provide community technology access lab (CTAL) facilities management and digital literacy skills training to individuals experiencing barriers to participating in our increasingly digital society. The contractor will also conduct culturally relevant, multilingual community outreach and marketing to promote CTAL facilities and available training. In addition, the contractor will partner with the City's Digital Empowerment Community of Austin to ensure services are in alignment with the City's Digital Inclusion Strategic Plan (Resolution No. 20141120-074) and the social services' self-sufficiency goals and principles outlined in Austin's comprehensive plan, Imagine Austin.

An evaluation team with expertise in this area evaluated the offers and scored Community Technology Network as the best to provide these services based on proposed solution, prior experience and personnel, cost, and local business presence.

This contract will replace the current contract, which expires December 31, 2017. The requested authorization amount for this contract were determined by available budget and historical spend.

This request allows for the development of a contract with a qualified offeror selected by Council. If the City is unsuccessful in negotiating a satisfactory contract with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that another qualified offeror may be selected, authorizing new contract negotiations.

Timely execution of this contract is critical to ensure continuity of services. If contract execution is delayed, CTAL facilities and training will not be provided to the community, and the City may experience an overload at other points of public access to computers, such as Austin public libraries.

Contract Detail

| <u>Contract Term</u> | <u>Contract Amount</u> | <u>Contract Amendment</u> | <u>Revised Amount</u> |
|----------------------|------------------------|---------------------------|-----------------------|
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|--------------------|----------|---|------------------|-------------|-------------|
| Initial Term | | 3 | \$516,000 | n/a | n/a |
| Extension Option 1 | | 1 | \$172,000 | n/a | n/a |
| Extension Option 2 | | 1 | \$172,000 | n/a | n/a |
| TOTAL | 5 | | \$860,000 | \$ - | \$ - |

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