



City of Austin

Small & Minority Business Resources Department, 4201 Ed Bluestein Boulevard, Austin, TX 78721
Mailing Address: PO Box 1088, Austin, Texas 78767, Telephone (512) 974-7600

December 20, 2018

Dear Stakeholders:

At the December 13, 2018 Austin City Council meeting, the Small & Minority Business Resources Department (SMBR) brought forward for City Council consideration a request to contract with Colette Holt & Associates to conduct a new disparity study. City Council directed staff to conduct stakeholder meetings in January 2019 for the purpose of receiving comments on the proposed scope of work for the Disparity Study. The stakeholder comments received at these meetings will be presented to the MBE/WBE Small Business Enterprise Procurement Program Advisory Committee at its February 5, 2019 meeting, with the item to retain Colette Holt & Associates returning for Council consideration at their February 21, 2019 City Council meeting. All stakeholder comments will be provided to Council prior to February 21st. The following dates have been set for the public outreach meetings:

- Monday, January 14 – 9:30 a.m. to 10:30 a.m.
City Hall, Council Chambers – 301 W. 2nd St., Austin, TX 78701
- Thursday, January 24 – 1:30 p.m. to 3 p.m.
Carver Branch Library – 1161 Angelina St., Austin, TX 78702
- Wednesday, January 30, 2019 - 6 p.m. – 7 p.m.
Emma S. Barrientos Mexican American Cultural Center - 600 River St., Austin, TX 78701

The draft scope of work for the disparity study is attached and may also be found on SMBR's website at www.austintexas.gov/smbr. If you are unable to attend these meetings, public comment can be sent via email using the attached electronic public comment form. This form is also available on the website or you can send public comment to: SMBRDisparityStudy@austintexas.gov

The City has conducted several disparity studies over the last 25 years, to correctly identify the areas of disparity and remedy them with the MBE/WBE Procurement Program. The scope of work for a disparity study must meet federal constitutional and judicial requirements and should conform to prescribed best practices that have withstood challenges in the court system. A disparity study includes two types of information: qualitative or anecdotal information, in addition to quantitative information (City expenditures). The qualitative and anecdotal data will be gathered from interviews with our stakeholders in the local, small, minority and women-owned business communities and non-certified firms. Quantitative information will be drawn from the City's internal contract databases based on expenditures for the study period (2013-2018) and will be analyzed by the consultant.

If you have any questions, or need additional information, please contact Edward Campos at (512) 974-7206 or via email at edward.campos@austintexas.gov.

Sincerely,

Veronica Briseño
Director, SMBR

cc: Spencer Cronk, City Manager
Ray Baray, Chief of Staff, CMO
Anne Morgan, City Attorney
Edward Campos, Assistant Director, SMBR

*The City of Austin is committed to compliance with the Americans with Disabilities Act.
Reasonable modifications and equal access to communications will be provided upon request.*

