

**LGBTQ QUALITY OF LIFE ADVISORY COMMISSION  
RECOMMENDATION 20200608-2B**

**Date** June 8, 2020

**Subject** Involvement of City Boards and Commissions in the Procurement Process

**Recommendation to Council**

Direct the city manager to revise policies and procedures related to the involvement of City Boards and Commissions in the procurement process to:

1. Increase transparency of the procurement process, especially as it relates to the procurement of services related to the advisory responsibility of Boards and Commissions to the City Council;
2. Ensure that Boards and Commissions members are equipped with all available information about the procurement process as well as backup documentation about the recommended vendor put forth by selection committees; and
3. Fully utilize the subject matter expertise of Boards and Commissions members when procuring services for the City that directly relate to the business of the respective Board or Commission.

**Rationale**

The LGBTQ+ Quality of Life Commission was awarded \$200,000 to procure a study of the quality of life of the LGBTQIA+ community in Austin.

Commissioner Taylor liaised between the Equity Office and the Commission to create a scope of work and statement of deliverables. These documents were used to post a request for proposal.

Three proposals were submitted and reviewed by an evaluation team of five City employees who are all members of the LGBTQIA+ community.

Based on the scoring criteria, the evaluation team recommended Health Management Associates, Inc. be awarded the contract.

When briefed about the recommended vendor, the Commission was only provided with three documents:

1. A cover letter from the Purchasing Office explaining that the evaluation team recommended that Health Management Associates, Inc. be awarded the contract.
2. A copy of the scoring matrix used by the evaluation team.
3. The City of Austin Purchasing Office Log of Offers Received.

The Commission appreciates the evaluation team's work and does not question their competency in assessing the submitted proposals and offering their recommendation for which vendor to contract with for our quality of life study.

However, the inability of the Commission to review any documentation from the recommended vendor's proposal leaves us poorly equipped to fulfill our duty to advise City Council in this matter and any future procurement matter.

We understand that proposals often include proprietary and/or confidential information that cannot be made available to the public. Even still, it would be helpful for Commissions to see cover letters, executive summaries, resumes of key personnel, and other non-proprietary information to help inform recommendations to Council, especially concerning contracts and expenditure of public funds.

**Vote**

Date of Approval:

Record of the vote:

Present:

Attest: \_\_\_\_\_  
Kathryn Gonzales, Vice Chair