



Recommendation for Action

File #: 23-3103, **Agenda Item #:** 29.

10/19/2023

Posting Language

Authorize negotiation and execution of three contracts for minority and small business consulting services with the Asian Contractor Association, Carol Sue Hadnot d/b/a Business Resource Consultants, and the United States Hispanic Contractors Association de Austin d/b/a USHCA de Austin, each for up to five years for total contract amounts not to exceed \$2,250,000, divided among the contractors.

[Note: This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (Minority Owned and Women Owned Business Enterprise Procurement Program). For the services required for this procurement, there were no subcontracting opportunities; therefore, no subcontracting goals were established].

Lead Department

Financial Services Department.

Client Department(s)

Small and Minority Business Resources Department.

Fiscal Note

Funding in the amount of \$450,000 is available in the Fiscal Year 2023-2024 Operating Budget of the Small and Minority Business Resources Department. Funding for the remaining contract terms are contingent upon available funding in future budgets.

Purchasing Language:

Professional Service.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: FSDCentralProcurementRCAs@austintexas.gov or [512-974-2500](mailto:FSDCentralProcurementRCAs@austintexas.gov).

Additional Backup Information:

These contracts are for minority and small business consulting services for the Small and Minority Business Resources Department (SMBR). As outlined in the City Code, it is the policy of the City to provide equal opportunities to all contractors, and to redress the discrimination found in the City's marketplace and in public contracting against minority and women owned businesses. The purpose of SMBR is to administer the Minority Owned Business Enterprise/Women Owned Business Enterprise (MBE/WBE) Procurement Program and provide development opportunities and resources for small businesses so they have affirmative access to city procurement opportunities and show productive growth.

The construction industry is one of the largest areas of opportunity for contractors seeking to do business with the City. SMBR will receive assistance from minority construction trade associations representing African American, Hispanic, and Asian American populations to ensure optimum outreach to these groups. These

trade associations were selected because they have demonstrated expertise in effective community outreach that is necessary to conduct targeted efforts to minority groups for successful participation in city projects. The first contract was established in 1998 with the Austin Area Black Contractors Association, followed by contracts for the Hispanic Contractors Association in 2000, and the Asian Contractor Association in 2002. Each contractor shall:

- Provide outreach to recruit and inform new or existing minority and women-owned businesses of the benefits of the City's MBE/WBE Procurement Program, thereby increasing the number of City-certified MBE/WBE firms.
- Contribute to retaining City MBE/WBE certified firms to help preserve gains in MBE/WBE recruitment by contacting lapsed firms to learn why they did not re-certify, reminding them of the services available, and offering assistance in re-establishing certification.
- Inform MBE/WBE firms of City contracting opportunities.
- Provide networking events and one-on-one technical assistance to enhance the capacity of firms seeking to contract with the City as a prime or sub-contractor.

These efforts will be beneficial as the City prepares to enter into construction of the new Austin Convention Center, expansion of Austin-Bergstrom International Airport, and other construction improvement projects during the contract period.

These contracts will replace the current contracts which expire October 23, 2023, and October 28, 2023. The requested authorization amounts are based upon historical expenditures and cost of living changes. The recommended contractors are the current providers of these services.

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Contract Authorization</u>
Initial Term	1 yr.	\$ 450,000
Optional Extension 1	1 yr.	\$ 450,000
Optional Extension 2	1 yr.	\$ 450,000
Optional Extension 3	1 yr.	\$ 450,000
Optional Extension 4	1 yr.	\$ 450,000
TOTAL	5 yrs.	\$2,250,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.