



# City of Austin

## Recommendation for Action

**File #:** 24-4290, **Agenda Item #:** 25.

4/18/2024

### **Posting Language**

Authorize negotiation and execution of a contract for community technology access lab management services with Austin Free-Net, for up to nine years for a total contract amount not to exceed \$2,700,000.

[Note: This solicitation 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 solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established. However, the recommended contractor identified subcontracting opportunities].

### **Lead Department**

Financial Services Department.

### **Fiscal Note**

Funding in the amount of \$150,000 is available in the Fiscal Year 2023-2024 Operating Budget of the Financial Services Department.

Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Financial Services Department issued a Request for Proposals (RFP) 7400 ALD3045 for these services. The solicitation was issued on December 11, 2023, and closed on January 18, 2024. The recommended contractor submitted the only responsive offer. A complete solicitation package, including a log of the offer received, is available for viewing on the City's Financial Services website, Austin Finance Online. This information can currently be found at:

[https://financeonline.austintexas.gov/afo/account\\_services/solicitation/solicitation\\_details.cfm?sid=13837](https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=13837).

### **For More Information:**

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: [FSDCentralProcurementRCAs@austintexas.gov](mailto:FSDCentralProcurementRCAs@austintexas.gov) or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

### **Additional Backup Information:**

This contract will provide support to Community Technology Access Lab (CTAL) facilities, collect retired devices from the private sector for refurbishment and distribution for public benefit by the City, and provide free basic digital skills training to any City resident that wants to participate. This contract will also support the Digital Empowerment Community of Austin and the annual City celebration of Digital Inclusion Week. These services are in alignment with the City's Digital Inclusion Strategic Plan, Zero Waste by 2040, Circular Economy Commitment, and Climate Equity Plan goals.

The contract will replace the current contract, which will expire April 30, 2024. The requested authorization amounts for this contract were determined by departmental need and historical spend. The recommended

contractor is the current provider for these services.

An evaluation team with expertise in this area evaluated the offers and scored Austin Free-Net as the best to provide these services based on proposed solution, prior experience and personnel, percentage of overhead cost (price sheet), local business preference, and small business preference.

A delay in contract approval could impact CTAL's digital inclusion programming and community support.