



Legislation Text

File #: ID#21-9749, **Version:** 1

SUBJECT/RECOMMENDATION:

Provide direction for the evaluation, development, and implementation of a Small Business Enterprise Program for the procurement of goods, services, and construction. (WSO)

SUMMARY:

On April 12, 2021, City Council provided direction for the issuance of a Request for Proposals for a consultant firm to conduct a Disparity Study (Agenda Item 10.3).

In lieu of such issuance, staff recommends Council amend its direction to hire a consultant to assist the City in the evaluation, development, and implementation of a Small Business Enterprise Program (SBE Program) for the procurement of goods, services, and construction.

Consultant's work would be delivered in 3 phases, substantially as follows:

Phase 1: Evaluation - Internal review and written analysis of current processes, recommendation of best practices, engagement/listening sessions (internal stakeholders and business community), and identification of resources necessary for development and implementation (including personnel, and other one-time and ongoing costs).

Phase 2: Development - Development of program criteria, business training materials/curricula, and recommendations for marketing strategies, contract compliance, staff training, and modifications of procurement documents and contracts.

Phase 3: Implementation - Provide technical assistance on an as-needed basis for a period of up to 1 year following implementation of program. Assistance will be billed at an hourly rate.

Upon completion of Phase 1, staff will seek council approval for continuation of Consultant's work (Phases 2 and 3) and approval of resources necessary for the success of the program.

APPROPRIATION CODE AND AMOUNT:

Funding for this contract will be provided by a first quarter budget amendment allocating General Fund Reserves in the amount of \$50,000 for Consulting Services to appropriation code 0109216 530100.

USE OF RESERVE FUNDS:

N/A