

Mayor and Council Communication

DATE: 10/31/23

M&C FILE NUMBER: M&C 23-0910

LOG NAME: 08FY2024 FWHCC CONTRACT AGREEMENT

SUBJECT

(ALL) Authorize Execution of Contract with the Fort Worth Hispanic Chamber of Commerce to Assist Business Equity Firms - Minority and Women Business Enterprises in an Amount Not to Exceed \$126,504.00 for the Period of October 1, 2023, through September 30, 2024

RECOMMENDATION:

It is recommended that the City Council authorize the execution of a contract with the Fort Worth Hispanic Chamber of Commerce in an amount not to exceed \$126,504.00 to assist Business Equity firms - minority and women business enterprise for the period of October 1, 2023, through September 30, 2024.

DISCUSSION:

During the Fiscal Year 2023-2024 budget process, the City Council approved financial support for the Chamber to continue providing business development assistance, construction assistance, and outreach programs to Business Equity Firms located in the City of Fort Worth's (City) six-county marketplace (Denton, Parker, Wise, Tarrant, Dallas, and Johnson counties). The City will pay the Chamber an amount not to exceed \$126,504.00 to perform the services outlined under the contract.

The annual renewal of the partnership agreement with the Fort Worth Hispanic Chamber of Commerce (FWHCC) is to enhance its role in assisting the DVIN-Business Equity Division's (DVIN-BE) efforts to build the capacity of Business Equity firms in Fort Worth and the City's six-county marketplace and help DVIN-BE meet its annual goal on all City contracts valued at \$100,000.00 and above. The Chamber's contractual deliverables require them to proactively communicate directly with DVIN-BE and with Business Equity Firms (certified minority and women-owned businesses (M/WBEs)) as follows:

Deliverables	Annual Goal
Host and include the City of Fort Worth (COFW) as a Partner on two Major events, trade fairs, or Business Equity Firm (BEF's) networking events, at no additional cost to the City.	2
COFW to have Prime placement in Chamber newsletters and websites to promote the City's upcoming projects/bids, workshops, and events.	6
Business Start-Ups and existing BEFs located within the Marketplace: <ul style="list-style-type: none">Identify, vet, and support a minimum of 5 new Business Equity Firms or existing Business Equity Firms expanding services or goods offered in areas of City contracting or procurement needs within the City of Fort Worth.Assistance with BEFs to obtain certification, documenting and tracking the firm throughout the process until completion. (BEFs must be certified with a city-recognized certifying agency).BEF compliance, educational, and practical knowledge of the City's most current Business Equity Ordinance.Number of BEFs competitively responding to City procurement opportunities as Primes and Subcontractors.Proficiency and strength of BEF's financial reporting, and capital access.Assist (5) or more first-time BEFs bidding on City Contracts, or small BEFs, with how to read, and interpret bid specifications, or how to respond to bid request	5

<p>Section 3, Returning Resident Workforce & Business Development</p> <ul style="list-style-type: none"> ▪ Identify a minimum of five (5) small and very small BEFs who qualify as Section 3 Businesses in Construction or Construction-related services and City procurement areas of need (note: many of these firms exist as small neighborhood contractors working on non-commercial projects (i.e., plumbers, painters, and vertical construction-type work, etc.) for City projects and Neighborhood Improvement Projects (NIP), or Neighborhood Empowerment Zones (NEZ) projects. ▪ Access to a training program that provides education, support, and advice to enhance the technical and administrative capabilities of Section 3 workers Businesses, and Returning Residents. ▪ Minimum of five (5) residents -Increase the rate of use of Section 3 and Returning Resident Workforce on City projects and/or NIP, or NEZ projects. 	2
<p>Supply Chain Networking</p> <ul style="list-style-type: none"> ▪ Assist two (2) emerging BEFs not eligible for Prime opportunities over \$500,000.00 to enter into a Joint Venture (JV), Private-Public Partnership, Mentor-Protégé partnership, or other collaborative agreement in compliance with the City's Business Equity Ordinance on City contracts with a specific focus on City NIP, NEZ and Revitalization Target Areas projects. Must track and report outcomes, economic impact of the project, BEF growth, status, and lessons learned from the relationships. ▪ Assist, and support BEF's ability to create, develop, and sustain stable access to supplies and materials for bid projects and procurement opportunities. 	2

PROCUREMENT ASSISTANCE

Deliverables	Annual Goal
<p>Match Business Equity Firms from the Business Equity Management Database Report provided by DVIN-BE to upcoming bids and requests, with a focus on bids and requests over \$100,000.00 for multi-year contracts, identified on the City's procurement webpage at www.fortworthtexas.gov/purchasing. Track the outreach and outcomes for Business Equity Firms in a quarterly report.</p>	5
<p>Match Business Equity Firms from the Business Equity Management Database Report provided by DVIN-BE to upcoming bids and requests, with a focus on bids and requests under \$100,000.00 for multi-year contracts identified on the City's procurement webpage at www.fortworthtexas.gov/purchasing. Track the outreach and outcomes for Business Equity Firms in a quarterly report.</p>	5
<p>Provide quarterly reports for direct services provided to Business Equity Firms for procurement bid package submissions. The report should include specific services provided, the procurement bid identification number, and outcomes of direct service assistance.</p>	5

CERTIFICATION ASSISTANCE

Deliverables	Annual Goal
Support the transition of six non-certified Business Equity Firms to certified status with the North Central Regional Certification Agency, or DFW-MSDC, Women's Business Council, or Texas Department of Transportation. Track the names and number of firms assisted or referred and outcomes in the quarterly report.	5

COMMITTEES AND ADVISORY BOARDS

Deliverables	Annual Goal
Serve and participate in bi-monthly Business Equity Board Meetings	5

INCLUSIVE ECONOMIC DEVELOPMENT

Deliverables	Annual Goal
Assist in the attraction of new Business Equity Firms to headquarters in the City's marketplace, as well as retain existing Business Equity Firms in the City's marketplace through one one-on-one engagement, and networking.	2
Promote the Business Assistance Center (BAC) as a one-stop shop for economic development for small business enterprises on the Chamber website monthly.	12
Assist in initiatives that are outlined in the Memorandum of Understanding (MOU) between the three local Chambers of Commerce (Fort Worth, Black, & Hispanic) and the City of Fort Worth by promoting those events and initiatives on the Chamber website monthly.	12

The Chamber will continue to provide program services such as business development initiatives, outreach, and construction assistance that includes bid estimating and related access to construction estimating software, as well as one-on-one counseling and mentoring. The Chamber coordinates monthly business roundtables and other activities designed to help small business development and growth in conjunction with these programs.

Funding is budgeted in the Consultant & Other Professional Service account of the Diversity and Inclusion Administration Department's General Fund, as appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the above recommendation and execution of the contract. Prior to an expenditure being incurred, the Diversity and Inclusion Department has the responsibility to validate the availability of funds.

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