

Mayor and Council Communication

DATE: 02/28/23

M&C FILE NUMBER: M&C 23-0143

LOG NAME: 08FY2022FWHCC 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, 2022, through September 30, 2023

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, 2022, through September 30, 2023.

DISCUSSION:

This M&C request to approve the execution of a partnership agreement with the Fort Worth Hispanic Chamber of Commerce (Chamber) was due in October 2022. Due to department staffing shortages, the October deadline was missed. Changes have been made within the department to remedy this situation in the future.

During the Fiscal Year 2022-2023 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 this contract.

The partnership agreement with the Chamber is to enhance its role in assisting the DVIN-Business Equity Division's (DVIN-BE) efforts to build the capacity of Business Equity (BE) firms in Fort Worth and the City's six-county marketplace and help DVIN-BE meet its annual goal of 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)) and assist by participating or co-hosting eight Contractor and Vendor Informational Forums, two M/WBE Certification Training Workshops, conduct twenty-four visits with BE Firms to collect feedback on projects with BE goals, support and track outcomes of at least four BE Firms with bonding assistance, conduct twelve BE Firm capacity building events to include, business financial reporting, tax filing, human resources (including payroll and employment taxes), accessing capital for business growth and sustainability, and participating in City-hosted workshops to learn more about the City's procurement process, and help Business Equity Firms understand the City's requirements in submitting competitive, responsive and responsible bid proposals on City projects. Additionally, the Chamber can help with inclusive economic development by attracting "new" Business Equity Firms to move their headquarters to Fort Worth and retain existing Business Equity Firms in Fort Worth and the City's six-county marketplace.

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 Other Contractual Services and 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 upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the General Fund. Prior to an expenditure being incurred, the Diversity and Inclusion Department has the responsibility to validate the availability of funds.

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Additional Information Contact:

