

# Mayor and Council Communication

**DATE:** 08/26/25

**M&C FILE NUMBER:** M&C 25-0778

**LOG NAME:** 17FY2026 FWHCC CONTRACT AGREEMENT

## **SUBJECT**

(ALL) Authorize Amendment to Contract with the Fort Worth Hispanic Chamber of Commerce to Extend the Term of the Agreement, Revise the Scope of Services to Provide Assistance to Small Businesses, and Increase the Authorized Spending Authority to an Amount Up to \$270,000.00 for the September 1, 2025 through September 30, 2026 Term

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## **RECOMMENDATION:**

It is recommended that the City Council authorize the execution of an amendment to the contract with the Fort Worth Hispanic Chamber of Commerce (City Secretary Contract No. 62439) to extend the term of the agreement, revise the scope of services to encompass providing assistance to small businesses, and increase the authorized spending authority to an amount up to \$270,000.00 for the September 1, 2025 through September 30, 2026 term.

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## **DISCUSSION:**

The purpose of this Mayor and Council Communication (M&C) is to authorize amendments to the agreement with the Fort Worth Hispanic Chamber of Commerce (FWHCC) in light of recent changes at the City.

During the Fiscal Year 2024-2025 budget process, the City Council approved \$178,504.00 in financial support for the FWHCC to provide business development assistance, construction assistance, and outreach programs to minority and women business enterprises located in the City's six-county marketplace (Denton, Parker, Wise, Tarrant, Dallas, and Johnson counties) (M&C 24-1052).

Because of City Council's August 5, 2025 suspension of the City's Minority and Women Business Enterprises ordinance and the enactment of a Small Business Program ordinance, the nature of the services provided for under the agreement with FWHCC will change and focus on assisting small businesses. With the change in services anticipated to involve serving a larger number of businesses, the amendment will also increase the authorized annual spending authority up to \$270,000.00. The revised scope will be effective September 1, 2025 – on the same date as the City's small business ordinance – and will expire September 30, 2026.

The amended scope of services is anticipated to include the following deliverables:

### 1. Supply Chain Networking

- Deliver supply chain network training, mentorship, educational workshops, and hands-on experience in managing small business procurement, logistics, and inventory oversight with partner supply chain and logistics technical assistance providers.

### 2. Opportunity Match for Contracts and Multi-year Contracts

- Deliver a list of available small businesses that match upcoming procurement and contract opportunities for posting to all City departments.
- Partner with City of Fort Worth to match qualified small businesses with City contracting opportunities based on North American Industry Classification System (NAICS) code(s).
- Help businesses get on cooperative vendor lists, such as State of Texas SmartBuy Membership Program (best value).

The FWHCC will work with the Fort Worth Chamber of Commerce and the Fort Worth Metropolitan Black Chamber of Commerce to assist small businesses with various needs to help them become successful and viable businesses within the five-county marketplace (Denton, Parker, Wise, Tarrant, and Johnson). Each Chamber will be responsible for producing an annual report on each deliverable they are responsible for under the terms of their respective agreement.

Funding is budgeted in the proposed Fiscal Year 2026 budget in the General Operating & Maintenance category in the General Fund.

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## **FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the above recommendation funds are available in the current operating budget, as previously appropriated, and upon adoption of the Fiscal Year 2026 Budget by the City Council, funds will be available in the Fiscal Year 2026 Operating Budget, as appropriated, in the General Fund. Prior to an expenditure being incurred, the Economic Development Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Jessica McEachern 5804

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Expedited