

Mayor and Council Communication

DATE: 02/22/22

M&C FILE NUMBER: M&C 22-0132

LOG NAME: 08FY2022FWHCC CONTRACT AGREEMENT

SUBJECT

(ALL) Authorize Execution of Contract with the Fort Worth Hispanic Chamber of Commerce to Assist Business Equity Firms - Certified Minority and Women Business Enterprises in an Amount Not to Exceed \$126,504.00 for the Period of October 1, 2021, through September 30, 2022

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, 2021 through September 30, 2022.

DISCUSSION:

During the Fiscal Year 2021-2022 budget process, the City Council approved financial support for the Fort Worth Hispanic Chamber of Commerce (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). In FY2021, the submission of an M&C for Council approval of the Chamber Contracts was delayed due in part to the transition of these contracts from the Economic Development Department to the Diversity and Inclusion (DVIN) Department and staff turnover, contract language updates by Legal, and obtaining signatures and required documentation from the Chamber. The City will pay the Chamber an amount not to exceed \$126,504.00 to perform the services outlined under this contract.

The annual renewal of the partnership agreement with the 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 and above. The Chamber's contractual deliverables requires them to proactively communicate directly with the DVIN-BE and with Business Equity Firms (certified minority- and women-owned businesses (M/WBEs)) and provide assistance 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 assisting in the attraction of "new" Business Equity Firms to move their headquarters to Fort Worth as well as retain existing Business Equity Firms in Fort Worth and the City's six-county marketplace.

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

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

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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Additional Information Contact:

