

**THIS IS A PROPOSED DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED
ORDINANCE OR RESOLUTION ADOPTED BY THE CITY COUNCIL.**

ORDINANCE

**APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH
CIVIC INITIATIVES, LLC IN AN AMOUNT NOT TO EXCEED
\$131,114.00 FOR PROCUREMENT PROCESS MAPPING SERVICES
AND DEVELOPMENT OF AN IMPROVEMENT PLAN. FUNDING IS
AVAILABLE FROM THE ECONOMIC INCENTIVE FUND FY 2024
ADOPTED BUDGET.**

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WHEREAS, annually, the City of San Antonio (“City”) issues hundreds of solicitations for goods and services that support various public needs; and

WHEREAS, both the Supply SA initiative, launched in 2022, and the 2023 Disparity Study, which evaluates contracting disparities experienced by local minority and woman-owned businesses, identified that public sector procurement practices can create barriers to full and fair participation of small, minority, and woman-owned businesses on City contracts; and

WHEREAS, on June 16, 2023, to improve in the efficiency and effectiveness of the City's procurement processes, as well as further its goal of creating a more inclusive and equitable procurement process, City released a Request for Proposals seeking to engage a consultant to evaluate internal process improvements and understand the challenges City staff and vendors experience with current procurement procedures; and

WHEREAS, following an evaluation committee review of proposal submissions, staff recommends a one-year agreement with a one, one-year renewal option with Civic Initiatives, LCC in an amount not to exceed \$131,114.00 to perform procurement process mapping services and development of an improvement plan. **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The terms and conditions of a professional services agreement with Civic Initiatives LLC in an amount not to exceed \$131,114.00 for procurement process mapping services and development of an improvement plan are hereby approved. A copy of the agreement is attached to this Ordinance as **Exhibit A**.

SECTION 2. The City Manager or his designee is hereby authorized to execute the Agreement which has been incorporated into this Ordinance for all purposes.

SECTION 3. Funding in the amount of \$131,114.00 for this ordinance is available in Fund 29059000, Cost Center 1604010001 and General Ledger 5201040 as part of the Fiscal Year 2024 Adopted Budget approved by City Council.

SECTION 4. Additional funding is contingent upon City Council approval of the Fiscal Year 2025 and subsequent budgets that fall within the contract terms of this ordinance.

SECTION 5. Payment in the amount of \$131,114.48 is authorized to Civic Initiatives, LLC and should be encumbered with a purchase order.

SECTION 6. The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

SECTION 7. This Ordinance shall be effective immediately upon passage by eight affirmative votes; otherwise, it shall be effective on the tenth day after passage.

PASSED AND APPROVED this 9th day of November, 2023.

M A Y O R
Ron Nirenberg

ATTEST:

APPROVED AS TO FORM:

City Clerk

Andrew Segovia, City Attorney

EXHIBIT A

DRAFT