



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** December 17, 2021

**In Control:** Small Business Economic Development Advocacy (SBEDA) Committee Meeting

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**DEPARTMENT:** Economic Development Department

**DEPARTMENT HEAD:** Brenda Hicks-Sorensen

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Briefing on the current status of the Disparity Study.

**SUMMARY:**

Briefing on the current status of the Disparity Study, conducted by Colette Holt & Associates, to measure the City of San Antonio's utilization of small, minority and women-owned businesses (S/M/WBEs) on City contracts in relation to their marketplace availability to determine if disparities exist.

**BACKGROUND INFORMATION:**

In August 2021, City Council approved a professional services agreement with Colette Holt & Associates to perform a Disparity Study that will measure the City of San Antonio's utilization of small, minority, and women-owned businesses (S/M/WBEs) on City contracts in relation to their marketplace availability to determine if disparities exist.

**ISSUE:**

Since City Council approved a professional services agreement with Colette Holt & Associates to perform the Disparity Study, the following actions have occurred:

- A publicly facing website has been developed to inform the community about the Disparity Study and provide instructions on how businesses can participate.
- The City has compiled and sent various documents and datasets for review. These include the SBEDA Ordinance, Policies & Procedures, and associated forms such as SBEDA solicitation language, affirmative procurement initiatives, good faith efforts, and responsiveness compliance monitoring. The datasets included City contract and standalone purchase orders over \$50,000 between 2014 and 2020, as well as their associated SBEDA information.
- A Virtual Public Informational Webinar has been scheduled for Monday, January 24, 2022 at 2:00 p.m. to inform the community about the Disparity Study and provide instructions on how businesses can participate.
- Contractor data request letters have been developed when additional information or clarity is needed for a specific City contract.

**FISCAL IMPACT:**

This item is for briefing purposes only.

**ALTERNATIVES:**

This item is for briefing purposes only.

**RECOMMENDATION:**

This item is for briefing purposes only.