



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: RFQS SMB0301

Addendum No: 1

Date of Addendum: 06/24/2016

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Additional Information:

- A. The attendee roster for the Pre-Response Conference is attached.
- B. Handouts provided by the Small and Minority Business Resources Department at the Pre-Response Conference are attached.

II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: _____


Sandy Brandt, Senior Buyer Specialist
Purchasing Office, (512) 974-1783

6/24/2016
Date

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.

PURCHASING OFFICE MEETING SIGN-IN SHEET

Pre-Response Conference for RFQS SMB0301 Financial Advisor Services

Meeting Date: 06/22/2016

Buyer: Sandy Brandt/Tracy Franklin

Place/Room: Purchasing Office Conference Room

Name	Company/Agency/Dept.	Phone	Email
Sandy Brandt	COA Purchasing	974-1783	sandy.brandt@austintexas.gov
Bryan Rivera	COA Treasury	974-7891	bryan.rivera@austintexas.gov
Georgina Sanchez	COA Treasury	974-7880	gdsanchez@austintexas.gov
Harold Tolbert Jr	COA SMBR	974-7736	harold.tolbert@austintexas.gov
JENNIFER RITTER DOUGLAS	SPECIALIZED PUBLIC FINANCE	224 275-7304	Jennifer@spubkin.com
John F. Crumrine	The FTM Group - Public Financial Management, Inc.	512 614 8823	crumrinej@pfm.com
Dennis Waley	↓	512 614 5323	waleyd@pfm.com
TRACY FRANKLIN	COA PURCHASING	974 2034	TRACY.FRANKLIN@AUSTINTEXAS.GOV

CITY OF AUSTIN



“NO GOALS” UTILIZATION FORM MBE/WBE PROCUREMENT PROGRAM

Project Name: Financial Advisor Services

Solicitation Number: RFQS 7400 SMB0301

Date: 06/22/2016

MARCH 2009

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS FORM**

The City of Austin has determined that no goals are appropriate for this project. Even though no goals have been established for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract; using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?

No _____ If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope.

Yes _____ If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.

After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, subconsultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though no goals have been established, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.

Company Name

Name and Title of Authorized Representative (Print or Type)

Signature

Date

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)
PROCUREMENT PROGRAM
NO GOALS UTILIZATION PLAN**

(Please duplicate as needed)

SOLICITATION NUMBER: Financial Advisor Services

PROJECT NAME: **RFQS 7400 SMB0301**

PRIME CONTRACTOR/CONSULTANT COMPANY INFORMATION

Name of Contractor/Consultant			
Address			
City, State Zip			
Phone		Fax Number	
Name of Contact Person			
Is company City certified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>

I certify that the information included in this No Goals Utilization Plan is true and complete to the best of my knowledge and belief. I further understand and agree that the information in this document shall become part of my Contract with the City of Austin.

Name and Title of Authorized Representative (Print or Type)

Signature

Date

Provide a list of all proposed subcontractors/subconsultants/suppliers that will be used in the performance of this Contract. **Attach Good Faith Efforts documentation if non MBE/WBE firms will be used.**

Sub-Contractor/Consultant			
City of Austin Certified	MBE <input type="checkbox"/>	WBE <input type="checkbox"/>	Ethnic/Gender Code: <input type="checkbox"/> NON-CERTIFIED
Vendor ID Code			
Contact Person	Phone Number:		
Amount of Subcontract	\$		
List commodity codes & description of services			

Sub-Contractor/Consultant			
City of Austin Certified	MBE <input type="checkbox"/>	WBE <input type="checkbox"/>	Ethnic/Gender Code: <input type="checkbox"/> NON-CERTIFIED
Vendor ID Code			
Contact Person	Phone Number:		
Amount of Subcontract	\$		
List commodity codes & description of services			

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:

Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.

Reviewing Counselor _____ Date _____ Director/Deputy Director _____ Date _____

Vendor Code	M/WBE	G	Ethnicity	Vendor Name	Vendor DBA	Address	City	State	Postal Code	Location	Phone	Fax	Email
V00000917174	MDB	M	African American	JN3 Global Enterprises LLC	Excel Global Partners LLC	Suite #150	Austin	Tx	78730	AU	512-501-1155		jnowlin@excelglobalpartners.com
PRI3769850	MDB	M	African American	LAW OFFICE OF WAYMAN L PRINCE		9111 Katy Fwy Ste 301	Houston	Tx	77024	TX	713-467-1659	713-467-1686	WAYMAN@WPLAW.COM
MON8308161	MDB	M	Hispanic	MONTEMAYOR BRITTON BENDER PC		Bldg 1 Ste 200	Austin	Tx	78746	AU	512-442-0380	512-442-0817	a@montemayorhill.com
VS0000034326	MWDB	F	African American	The Entermedia Group, LLC	TEG	900 Rr 620 South, C101-153	Austin	Tx	78734	AU	512-553-8341		lorraine.jordan@theentermediagroup.com