



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 11/8/2023

ALL

Item Creation Date:

E32356.A2-Staff Augmentation Contract Compliance Monitoring Services Non-Construction (HillDay Public Relations)-ORDINANCE

Agenda Item#: 29.

### **Summary:**

ORDINANCE Amending Ordinance No. 2022-0504, as amended, to increase the maximum Contract amount for the Contract between the City of Houston and **HILLDAY PUBLIC RELATIONS** for Staff Augmentation for Contract Compliance Monitoring Services for Non-Construction Projects for the Office of Business Opportunity - \$566,010.00 - General Fund

### **Background:**

**Professional Services (S38-E32356.A2) - Approve an amending ordinance to Ordinance No. 2022-0504 (as amended by Ordinance No. 2023-0331, approved on April 28, 2023), to increase the maximum contract amount from \$792,414.00 to \$1,358,424.00 for the contract (4600017305) between the City of Houston and HillDay Public Relations for staff augmentation for contract compliance monitoring services for non-construction projects for the Office of Business Opportunity (OBO).**

### **Specific Explanation:**

The Director of the Office of Business Opportunity (OBO) and the Chief Procurement Officer recommend that City Council approve an amending ordinance to increase the maximum contract amount from **\$792,414.00 to \$1,358,424.00** for the contract between the City of Houston and **HillDay Public Relations** for staff augmentation for contract compliance monitoring services for non-construction contracts.

The contract was awarded on June 23, 2022, by Ordinance No. 2022-0504 for a term of one (1) year with two (2) one-year options in the original amount of \$339,606.00. An amending Ordinance No. 2023-0331 was approved by Council on April 28, 2023, to increase the maximum contract amount from \$339,606.00 to \$792,414.00 to pay for the remainder of the one (1) year initial term and nine (9) months of the first option year of the contract. Expenditures as of October 30, 2023, have totaled \$792,414.00. The increase to the maximum contract amount from \$792,414.00 to \$1,358,424.00 is necessary to fund the remainder of the first option year and the second option year for the continued provision of staff augmentation for the contract compliance monitoring services for non-construction contracts.

The scope of work requires the contractor to provide contract compliance monitoring services per guidelines and procedures set forth by OBO. The services to be provided include the monitoring of 517 non-construction contracts including professional services and goods and non-professional services. The contractor will be trained on the Office of Business Opportunity internal Standard Operating Procedures (SOP). The additional services to be provided includes, but are not limited to the following:

- Ongoing monthly reporting;
- Meetings with OBO's Compliance Team and Executive Leaders to review the number of contracts monitored;
- Review of any recommendations for deviations; and
- 60-80 projects of the 319, are Texas Water Development Board State Revolving Fund (SRF) contracts, requiring a higher level

and frequency of compliance monitoring due to grant provisions.

This recommendation is made pursuant to subsection 252.022(a)(4) of the Texas Local Government Code, which provides that " a procurement for personal, professional, or planning services" is exempt from the competitive requirements for purchases.

### **M/WBE Participation:**

Zero-percent goal documentation approved by the Office of Business Opportunity

### **Fiscal Note:**

Funding for this item is not included in the FY24 Adopted Budget. Therefore, a Fiscal Note is required as stated in the Financial Policies.

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**Jedediah Greenfield, Chief Procurement Officer**  
**Finance/Strategic Procurement Division**

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**Department Approval Authority**

11/2/2023

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**Estimated Fiscal Operating Impact**

Recurring or One-Time:	One-Time		
<b>Fund Name</b>	<b>FY2024</b>	<b>Out Year</b>	<b>Total</b>
General Fund	\$113,202	\$452,808	\$566,010
<b>Total</b>	<b>\$113,202</b>	<b>\$452,808</b>	<b>\$566,010</b>

**Prior Council Action:**

Ordinance Number 2022-0504 approved on June 23, 2022  
 Ordinance Number 2023-0331 approved on April 28, 2023

**Amount and Source of Funding:**

\$566,010.00  
 General Fund  
 Fund No. 1000

**Contact Information:**

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 Candice Gambrell 832-393-9129  
 Jedediah Greenfield 832-393-9126

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
Fiscal Form A	Financial Information
OBO Waiver	Backup Material
Ordinance 2022-0504	Backup Material
Ordinance 2023-0331	Backup Material
Executed Contract	Backup Material
Previous RCA E32356	Backup Material
Previous RCA E32356.A1	Backup Material
Ownership Information Form	Backup Material
Clear Tax Report	Backup Material
Professional Justification Form	Backup Material
Coversheet	Signed Cover sheet
Hillday- Ordinance 10.30.23.docx	Ordinance/Resolution/Motion