



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/20/2020

ALL

Item Creation Date: 4/18/2017

E26191- Professional Literacy Services- ORDINANCE

Agenda Item#: 14.

Summary:

ORDINANCE approving and authorizing Professional Services Contract between the City of Houston and **THE HOUSTON CENTER FOR LITERACY** for Professional Literacy Services; providing a maximum contract amount - 3 Years with two-one year options - \$3,250,000.00 - General Fund

Background:

S72-E26191 - Approve an ordinance awarding a sole source contract to Houston Center for Literacy in an amount not to exceed \$3,250,000.00 for professional literacy services for the Houston Public Library.

Specific Explanation:

The Director of the Houston Public Library (HPL) and the Chief Procurement Officer recommend that City Council approve an ordinance awarding a **three-year sole source contract, with two one-year options to Houston Center for Literacy** for professional literacy services. The Director of the Houston Public Library and/or the Chief Procurement Officer may terminate the contract at any time upon 30-days written notice to the Contractor.

The scope of work requires Houston Center for Literacy to support literacy organizations and programs, in the following areas:

- Community Adult Education and Job Training
- Advocacy and Community Awareness
- Fundraising, Resource Distribution, and Technical Assistance
- Volunteer and Professional Development
- Partnerships and Best Practices

Houston Center for Literacy supports the Mayor's Coalition for Literacy, an association of more than 175 literacy provider sites and more than 75+ partner organizations, throughout the greater Houston area.

M/WBE Participation:

M/WBE zero-percentage goal document approved by the Office of Business Opportunity.

Pay or Play:

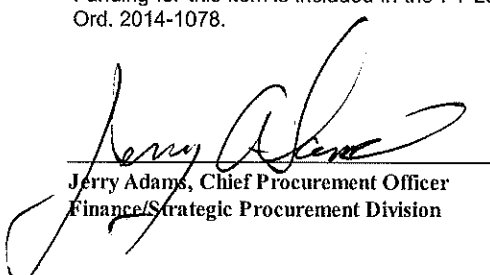
The proposed contractor requires compliance with the City's 'Pay or Play' ordinance regarding health benefits for employees of City contractors. In this case, Houston Center for Literacy will pay per hour for work performed by covered employees under the contract and will provide health benefits to eligible employees in compliance with City policy.

Hire Houston First:

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing a sole source for this contract.

Fiscal Note:

Funding for this item is included in the FY 2018 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policy Ord. 2014-1078.


Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

Department Approval Authority

Estimated Spending Authority			
Department	FY 2018	OUT YEARS	TOTAL
Houston Public Library	\$650,000.00	\$2,600,000.00	\$3,250,000.00

Amount of Funding:

\$3,250,000.00

General Fund (1000)

Contact Information:

NAME:	DEPARTMENT/DIVISION	PHONE
Brenda Chagoya, Division Manager	FIN/SPD	(832) 393-8723
Yvette Smith, Sr. Procurement Specialist	FIN/SPD	(832) 393-8765
Roosevelt Weeks, Deputy Director	HPL	(832) 393-1327

ATTACHMENTS:

Description	Type
MWBE Goal Modification	Backup Material
Drug Forms	Backup Material
Form A	Backup Material
Form B	Backup Material
Affidavit	Contract/Exhibit
Sole Source Letter	Backup Material
COI	Backup Material
COI-Certificate	Backup Material
COI-GL Endorsements	Backup Material
COI- Auto Endorsements	Backup Material
Pay or Play	Backup Material
Safety Impact	Backup Material
Fee Schedule	Contract/Exhibit
SOW	Contract/Exhibit
E26191 Coversheet	Signed Cover sheet
Ordinance	Ordinance/Resolution/Motion
Contract (revised)	Contract/Exhibit
Certification of Funds	Financial Information