



CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 10/3/2017

E26399 - Professional Strategic Counsel and Representation Services - ORDINANCE

Agenda Item#:

Summary:

AN ORDINANCE APPROVING AND AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF HOUSTON AND VNF SOLUTIONS, LLC FOR STRATEGIC COUNSEL AND REPRESENTATION SERVICES WITH RESPECT TO HURRICANE HARVEY RECOVERY EFFORTS; ESTABLISHING A MAXIMUM CONTRACT AMOUNT; CONTAINING PROVISIONS RELATING TO THE SUBJECT; AND DECLARING AN EMERGENCY.

Background:

S67-E26399 – Approve an ordinance awarding a professional services contract to VNF Solutions, LLC for a total not to exceed \$98,000.00 for professional strategic counsel and representation services for the Mayor's Office of Government Relations.

Specific Explanation:

The Director of the Mayor's Office of Government Relations and the Chief Procurement Officer recommend that City Council approve an ordinance awarding a **six-months contract** for a total amount not to exceed **\$98,000.00** to **VNF Solutions, LLC** to provide professional strategic counsel and representation services with respect to Hurricane Harvey recovery efforts for the Mayor's Office of Government Relations. The Director of the Mayor's Office of Government Relations 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 VNF Solutions, LLC to provide professional strategic counsel and representation services to the City for the Hurricane Harvey Recovery efforts, through its Senior Policy Advisor and team of professionals.

Required services/deliverables for this project include:

- Strategic Counsel
- Assistance with obtaining funding from the United States Congress and the federal agencies entrusted to make recovery funds available to the City of Houston.
- Recovery related federal tax policies that will need to be addressed either through interpretations by the Internal Revenue Services or by action of Congress;
- Assistance with obtaining proper interpretations and applications of policy tools available to the federal agencies involved in the recovery effort and obtaining additional policy tools from Congress as appropriate;
- Assistance in obtaining waivers of existing federal regulatory requirements, special interpretations by federal agencies or similar actions by Congress, as needed and appropriate in the recovery effort;
- Providing coverage of Executive Branch and Congressional briefing and Congressional hearings and other information dissemination and public decision meetings as needed and appropriate; and
- Other related services that may be required in conjunction with the Hurricane Harvey recovery efforts, including engagement with the business community, non-profit organizations, the State of Texas and other stakeholders.

MWBE Subcontracting:

This procurement is exempt from the MWBE subcontracting goal participation as the total project expenditure does not exceed the City's \$100,000.00 threshold.

Houston Hire First:

This procurement is exempt from the City's Hire Houston First Ordinance, Bids/Proposals were not solicited because the department is utilizing sole source contractor for this purchase.

Fiscal Note:

Funding for this item is included in the FY 2018 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

11:57:34 AM

10/5/2017

Estimated Spending Authority			
DEPARTMENT	FY 2018	OUT YEARS	TOTAL
Government Relations	\$98,000.00	\$0	\$98,000.00

Amount of Funding:

\$98,000.00 - General Fund (1000)

Contact Information:

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ATTACHMENTS:

Description	Type
<u>Ordinance</u>	Ordinance/Resolution/Motion
<u>Fair Campaign Ordinance (Form B)</u>	Backup Material
<u>Sole Source Justification</u>	Backup Material