

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** City Manger

**AGENDA DATE:** December 15, 2020

**CONTACT PERSON/PHONE:** Juliana Baldwin-Muñoz – Performance Office, Director 915-212-1204  
Bruce D. Collins – Purchasing & Strategic Sourcing Director 915-212-1181

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL: NO. 6:** Set the Standard for sound Governance and Fiscal Management

The linkage to the Strategic Plan is subsection 6.4: Implement leading-edge practices for achieving quality and performance excellence.

**SUBJECT:**

Discussion and action on the request that the Director of the Purchasing & Strategic Sourcing Department be authorized to issue a Purchase Order(s) to Quality Texas Foundation, the sole source provider of trainings based on the Baldrige Excellence Framework for a three (3) year term in the estimated amount of up to \$300,000 with the stipulation that the vendor provides an updated sole source letter and affidavit each year. This contract will allow for trainings/learning events that focus on advancing our organizational maturity in the seven performance excellence criteria, supporting our workforce development and ongoing continuous improvement work.

**BACKGROUND / DISCUSSION:**

The City of El Paso is a learning organization. We undertake a comprehensive criteria-based approach to our continuous improvement that focuses on refining our processes from a systems perspective to ensure we are positioned to deliver results to our community. The Performance Excellence Framework is extensive and we continue to engage and expand the cross-functional team leading our performance improvement efforts. This contract enables the team to utilize training and other learning events and tools to reinforce our workforce knowledge base and to continue developing our skill sets supporting a high performing government. The item also supports our alignment with the “25 by 2025” strategic objectives to “Expand workforce development and organizational focus on continuous improvement through targeted training, activating partnerships and growing best practices” and to “Become a model for activating interagency and multisector partnerships and demonstrate results and under the Communities of Excellence framework”.

**SELECTION SUMMARY:**

N/A

**CONTRACT VARIANCE:**

The difference in price, based on the comparison from catalog prices and negotiated prices is as follows: catalog price \$750.00 - \$800.00 per person; negotiated prices \$350.00 - \$700.00 per person, which translates to discounts ranging from 6.67% to 56.25%. Example: Leadership training for The 500 – negotiated price is \$350.00 per person, which represents 53.33% decrease per person.

**PROTEST**

There was no protest received for this requirement.

Protest received.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT & FUNDING SOURCE:**

Amount \$300,000

Funding Source: Seminars Continuing Education

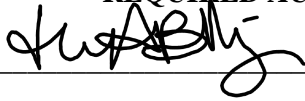
Account: 209-1000-14030-544120-P1410

**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

A handwritten signature in black ink, appearing to read "K. Kelly", is written over a horizontal line.

**COUNCIL PROJECT FORM  
(Sole Source)**

\*\*\*\*\***POSTING LANGUAGE BELOW**\*\*\*\*\*

Please place the following item on the **REGULAR** agenda for the Council Meeting of **December 15, 2020**

**STRATEGIC GOAL: No.6: Set the Standard for sound Governance and Fiscal Management**

The linkage to the Strategic Plan is subsection 6.4: Implement leading-edge practices for achieving quality and performance excellence.

**Award Summary:**

Discussion and action on the request that the Director of the Purchasing & Strategic Sourcing Department be authorized to issue a Purchase Order(s) to Quality Texas Foundation, the sole source provider of trainings based on the Baldrige Excellence Framework for a three (3) year term in the estimated amount of up to \$300,000 with the stipulation that the vendor provides an updated sole source letter and affidavit each year. This contract will allow for trainings/learning events that focus on advancing our organizational maturity in the seven performance excellence criteria, supporting our workforce development and ongoing continuous improvement work.

**Contract Variance:**

The difference in price, based on the comparison from catalog prices and negotiated prices is as follow: catalog price \$750.00 - \$800.00 per person; negotiated prices \$350.00 - \$700.00 per person, which represents a decrease range from 6.67% to 56.25%. Example: Leadership training for The 500 – negotiated price \$350.00 per person, which represent 53.33% decrease per person.

Department:	City Manager
Award to:	Quality Texas Foundation Georgetown, TX
Initial Term:	3 Years
Annual Estimated Award:	\$ 100,000.00
Total Estimated Award:	\$ 300,000.00
Account No.:	209-1000-14030-544120-P1410
Funding Source:	Seminars Continuing Education
District(s):	All
Reference:	2021-0643

This is a Sole Source, service contract.

The Purchasing & Strategic Sourcing and the City Manager departments recommend award as Quality Texas Foundation the sole source provider for this service.

In addition, it is requested that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents necessary to effectuate this award.





# PURCHASING & STRATEGIC SOURCING DEPARTMENT

## SOLE SOURCE AFFIDAVIT

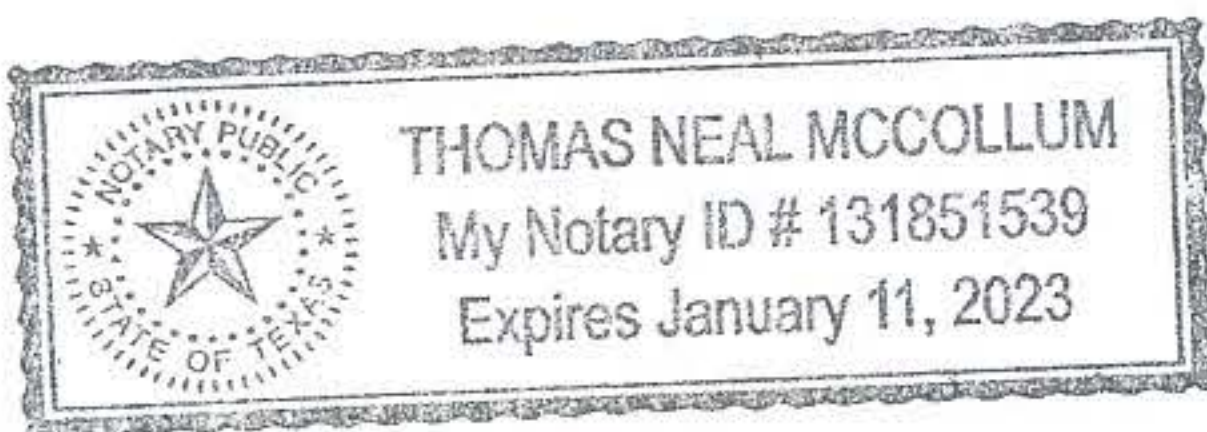
THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared \_\_\_\_\_ a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Cortis U. McGuire, III. I am over the age of 18, have never been of a convicted crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: Quality Texas Foundation
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):  
Texas/National Governor's Award for Performance Excellence and Baldrige related training
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. **Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.**

[Signature]  
Signature

SUBSCRIBED AND SWORN to before me on this 17 day of September



[Signature]  
NOTARY PUBLIC  
Thomas Neal McCollum  
PRINTED NAME  
Jan 11, 2023  
MY COMMISSION EXPIRES

COMPANY NAME: Quality Texas Foundation  
 ADDRESS, CITY, STATE & ZIP CODE: 201 Woodland Park, Georgetown, TX 78633  
 PHONE: 512-818-3901 / 512-656-8946 FAX NUMBER: \_\_\_\_\_  
 CONTACT NAME AND TITLE: Lin Wrinkle-McGuire, CDD  
 WEB ADDRESS: www.quality-texas.org EMAIL: linwrinkle@quality-texas.org  
 FEDERAL TAX ID NUMBER: 74-2703727 TEXAS SALES TAX NUMBER: \_\_\_\_\_