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**County of El Paso
Agenda Item Details**

Item Title: Approve and authorize the award of RFP 24-019 Technical Assistance for Small Businesses at the Mission Trail for El Paso County, TX

Submitted By: Karen Davidson, Purchasing Agent

Department: Purchasing

Department Phone Number: 915-273-3349

Subject: Approve and authorize the award of RFP 24-019 Technical Assistance for Small Businesses at the Mission Trail for El Paso County, TX to the highest scoring firm, El Paso Hispanic Chamber of Commerce of El Paso, TX. Purchasing approved on September 5, 2024. Funds are available in SG-GUSSBA24-OPERATING EXP.

Background: The El Paso County, Texas was seeking to solicit proposals from qualified vendors (“Offerors”) to provide comprehensive technical assistance to small businesses along the Mission Trail. Raising awareness about the award program and elucidating the prerequisites necessary to deliver precise technical assistance within the Mission Trail area.

RFP Advertised: May 12, 2024 and May 19, 2024

RFP Opening: June 27, 2024

Vendors Notified: 514

Notifications Viewed: 13

Vendors Responding: 3

Contract Term: Based on program success the Economic Development Department will evaluate its economic impact on the served businesses. Subsequently, the EDD will propose additional funding streams to be considered by the court to continue this program not to exceed five years.

Proposals were received and evaluated by a committee consisting of representatives from the Economic Development Department. The Purchasing Department facilitated the evaluation process. Evaluation criteria included:

- Experience of the project team/commitment of resources
- Methodology
- Tailored Support Services
- Price
- Experience
- References
- Health Insurance Provision for Employees

The evaluation team reviewed, scored, and ranked the firms against the evaluation criteria and El Paso Hispanic Chamber of Commerce of El Paso, TX, was determined to meet the County's needs.

RFP Number:
 Advertising Period Start: N/A
 Advertising Period End: N/A
 Number of Venders Sent To: N/A
 Number of Venders Sent Responded: N/A

Fiscal Impact:

Fiscal Impact Historical

Fiscal Impact Projected
 Funds available in:

GUSSBA24-600000-601400-601404
 COSG-7341-0002024-431-60-11191-0001-00000-600000-
 SG-GUSSBA24-OPERATING EXP

Long Account Number: Amount:

Long Account Number: COSG-7341-0002024-431-60-11191-
 0001-00000-600000- Amount:

Budget or Unbudgeted Match:

Recommendation:

Approve and authorize the award of RFP 24-019 Technical Assistance for Small Businesses at the Mission Trail for El Paso County, TX to the highest scoring firm, El Paso Hispanic Chamber of Commerce of El Paso, TX. Purchasing approved on September 5, 2024. Funds are available in SG-GUSSBA24-OPERATING EXP.

Prior Action:

On April 22, 2024, Commissioners Court approved the RFP process.

Strategic Plan:

Goal:

null

Objective:

**Strategic Plan Information:
Estimated Time Needed
For This Item:**

EL PASO COUNTY PURCHASING REVIEW FORM

Procurement Item							
Agenda Date: 8/15/24	Department: Economic Development Department						
Item Description: <i>Approve award recommendation of RFP 24-019 Technical Assistance for Small Businesses at the Mission Trail for El Paso County, TX to the highest scoring firm El Paso Hispanic Chamber of Commerce of El Paso, TX.</i>							
<p style="text-align: center;"><u>Item Information</u></p> <p>Specs</p> <p>✓ Bid Award</p> <p>Contract</p> <p>Contract Amendment Price Bid Construction</p> <p>Other</p> <p>✓ RFP RFI RFQ</p>	<p style="text-align: center;"><u>Previous PRP Action</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black; width: 30%;"><u>Date</u></th> <th style="text-align: left; border-bottom: 1px solid black; width: 35%;"><u>Approved for CC</u></th> <th style="text-align: left; border-bottom: 1px solid black; width: 35%;"><u>Returned To Dept.</u></th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Date</u>	<u>Approved for CC</u>	<u>Returned To Dept.</u>			
<u>Date</u>	<u>Approved for CC</u>	<u>Returned To Dept.</u>					

ACTION TAKEN BY PROCUREMENT REVIEW PANEL

- Reviewed and Accepted (as is) for Commissioners Court Action
- Recommend Award to Vendor and accept for Commissioners Court Action
- Return to Department for further action/information/documentation (*reason specified below)
- Not Accepted/Other (*reason specified below)

Item requires contract/contract review. Dept. needs to contact County Attorney's Office for more information.

Placement on Commissioners Court Agenda By:
 Department Purchasing Department

Auditor's Verification of Funds:
 Funds Verified No Funds

This procurement item has been reviewed by the Procurement Review Panel. Said review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

Panel Members

County Contract Administrator/Designee: Accept | Not Accept: _____

County Auditor/Designee **Accept | Not Accept:** Michael Lamas 08/30/2024

County Purchasing Agent/Designee **Accept | Not Accept:** Karen Davidson 09-03-2024

County Department Head **Accept | Not Accept:** _____

County Attorney Reviewer: Approved for further action: Y / N: Michelle R. Martinez 9/5/2024

Subject Matter Expert (as needed) **Accept | Not Accept:** _____

Other Meeting Attendees (PLEASE PRINT NAME):

1.) _____ 2.) _____ 3.) _____

4.) _____ 5.) _____ 6.) _____

PROPOSAL SUMMARY

RFP TITLE Technical Assistance for Small Businesses at the Mission Trail for El Paso County, TX
 RFP NUMBER 24-019 BID TECH Claudia Parra
 DEPARTMENT Economic Development CONTACT Roberto Ransom

<u>DESCRIPTION</u>	<u>DATE</u>
APPROVAL BY COMMISSIONER'S COURT	<u>4/22/2024</u>
PR AGENDA DATE	<u>4/19/2024</u>
PR APPROVED SPECIFICATIONS	<u>4/22/2024</u>
RECEIVED SPECIFICATIONS FROM DEPARTMENT	<u>4/12/2024</u>
RFP ISSUED	<u>5/13/2024</u>
RFP ADVERTISED	<u>5/12/2024 & 5/19/2024</u>
PRE-BID CONFERENCE	<u>5/28/2024</u>
DEADLINE TO QUESTIONS	<u>5/30/2024</u>
OPENING DATE	<u>6/20/2024 06/27/2024</u>
EVALUATION KICK-OFF MEETING	<u>07/11/2024</u>
FINAL TABULATION SIGNED	<u>08/14/2024</u>
PR APPROVED AWARD RECOMMENDATION	<u>9/05/2024</u>
PLACED ON COMMISSIONER'S COURT AGENDA	<u>9/23/2024</u>

ADDENDUMS

<u>DATE:</u>	<u>REASON:</u>
<u>06/14/24</u>	<u>Opening date has been extended to Thursday, June 27, 2024, at 2:00 p.m.</u>
<u>06/20/24</u>	<u>Notify vendors of the recap for the pre-bid conference held on Thursday, May 28, 2024; questions and modifications to the specifications.</u>

COMMENTS:

Received 3 Responses from Parachute RGV LLC from Mission, TX., Revby LLC from Boston, MA., and El Paso Hispanic Chamber of Commerce from El Paso, TX.



RFP 24-019
Technical Assistance for Small Businesses
at the Mission Trail for El Paso County, TX

Proposers

El Paso Hispanic Chamber of Commerce El Paso, TX
Parachute RGV LLC Missin, TX
Revby LLC Boston, MA

Approved By (Print)

Date

Approved By (Sign)

Supplier Participation Detail Spreadsheet - RFP 24-019 Technical Assistance for Small Businesses at the Mission Trail for El Paso County, TX

Participant Name	Response Status	Contact	Address	City	State	Zip Code	Phone	Email
El Paso Hispanic Chamber of Commerce	Submitted	Terri Reed	2401 E Missouri Ave	El Paso	TX	79903	(915) 566-4066	treed@ephcc.org
Revby LLC	Submitted	Michael Aparicio	75 Arlington St	Boston	MA	02116	(617) 553-4343	michael@revby.co
QANNEX CORP	No Bid	LILY NOLASCO	1490A GEORGE DIETER DR #221	EL PASO	TX	79936	(915) 791-0060	lily@qannex.com
PARACHUTE RGV LLC	Submitted	DEIDRA JOHNSON-EGNER	3204 HARMONY LANE	MISSIN	TX	78574	(907) 312-0677	INFO@PARACHUTERGV.COM
Shelby Distributions Inc	No Bid	Spiros P Ninos	29 A Butterfield Trail	El Paso	TX	79906	(915) 590-3050	sninos@shelbydistributions.com
Textbook Warehouse (Textbook Warehouse, LLC)	No Bid	James Adams	936 Curie Drive	Alpharetta	GA	30005	(800) 796-9152	bids@textbookwarehouse.com
Education, Training and Research DBA E		John Henry Ledwith	5619 Scotts Valley Drive, Suite 1	Scotts Valley	CA	95066	(800) 620-8884	jhl@etr.org
EJAR STAR & Associates, Inc.		E J A Richardson	PO Box 496683	Garland	TX	75049-668	(214) 282-8108	ejar@ejarstar.com
El Paso Chamber Foundation (El Paso Chamber of Commerce Foundation)	Unsubmitted	Romie Ruiz	303 North Oregon Street	El Paso	TX	79901	(915) 534-0500	romie@elpaso.org
HUJUB	Viewed		225 E Main St, Suite #201	Mesa	AZ	85201	(602) 806-4282	
I Can Interactive LLC (DBA RoadRunner Transport)	Viewed	Thomas Hill	6716 Rio Hacienda Cir	El Paso	TX	79932	(915) 317-5402	Thomashill@Jdog.com
True North Consulting Group	Viewed	Emily Whicker	3408 HILLCREST DRIVE	Waco	TX	76708	(888) 650-4580	sales@tncg.com
Western General Contracting	Viewed	Gregory Chavira	7165 Alameda ave	El Paso	TX	79915	(915) 494-5074	



County of El Paso Purchasing Department
800 E. Overland, Room 300
El Paso, Texas 79901
(915) 546-2048 / Fax: (915) 546-8180

MEMORANDUM

To: All Interested Vendors

From: El Paso County Purchasing Department

Date: 09/17/2024

Subject: RFP 24-019 Technical Assistance for Small Businesses at the Mission Trail for El Paso County, TX

Thank you for taking the time and responding on the above-mentioned RFP. We realize that your time and resources are valuable, and we appreciate you taking the time to respond to this solicitation. The Purchasing Department will be presenting this solicitation to Commissioners Court meeting as a Consent Item on **Monday, September 23, 2024**, to award this solicitation.

The recommendations and justification will be posted on the Commissioners Court Agenda three (3) days prior to the meeting. To access the Agenda on our website, go to www.epcounty.com; County Meetings; Regular Meeting Agendas; select the HTML file that corresponds with the meeting date as shown in the above paragraph.

Vendors may view the meeting on our website at www.epcounty.com/video , click on streaming videos, **select live meeting**. If the vendor would like to address the court, they may do so by referencing this bid when the item is up for discussion (during the Regular Agenda items). If you would like to participate remotely, please call 888-835-7272 and leave your call back information. You will receive a call back when the item is up for discussion. This information is only for vendors who submitted a response. Thank you for your time.