

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

DEPARTMENT: Purchasing & Strategic Sourcing
AGENDA DATE: September 29, 2020
CONTACT PERSON/PHONE: Bruce D. Collins, Purchasing Director (915) 212-1181
DISTRICT(S) AFFECTED: All
STRATEGIC GOAL 6: **Set the Standard for Sound Governance and Fiscal Management**

SUBJECT:

A resolution requesting that the City Manager be authorized to sign a Memorandum of Understanding by and between the City of El Paso and the United States Small Business Administration (SBA) for the parties to cooperate and collaborate to improve the local business support system for minority or disadvantaged entrepreneurs and business owners.

BACKGROUND / DISCUSSION:

The City and the United States Small Business Administration (SBA) will enter into a Memorandum of Understanding to achieve the goals of the Living Cities' City Accelerator Inclusive Procurement Program and to provide technical resources to businesses within the City's ecosystem.

The City Accelerator, an initiative of Living Cities funded by the Citi Foundation, aims to help speed the adoption of leading local government innovations. Over the years, the Accelerator has engaged with city cohorts over 12-18 months to advance innovative efforts focused closing the racial wealth gap.

The City of El Paso was awarded \$50,000 in grant funding to develop a comprehensive plan and strategic initiatives focused on inclusive procurement to be used to improve local business support system for minority, woman, veteran and disadvantaged entrepreneurs and business owners.

PRIOR COUNCIL ACTION:

February 5, 2019 City Accelerator 5 Partner Memorandums of Understanding

AMOUNT AND SOURCE OF FUNDING:

N/A

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: 
Bruce D. Collins – Director of Purchasing & Strategic Sourcing

**COUNCIL PROJECT FORM
(MOU)**

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

Please place the following item on the **REGULAR** agenda for the Council Meeting of **September 29, 2020**

STRATEGIC GOAL 6: Set the Standard for Sound Governance and Fiscal Management

The linkage to the Strategic Plan is subsection 6.8 Support Transparent and Inclusive Government. The execution of this Memorandum of Understanding will support the delivery of technical assistance and resources to businesses within our ecosystem.

Discussion and action that the City Manager be authorized to sign a Memorandum of Understanding by and between the City of El Paso and the United States Small Business Administration (SBA) for the parties to cooperate and collaborate to improve the local business support system for minority or disadvantaged entrepreneurs and business owners.

RESOLUTION

WHEREAS, the City of El Paso was awarded a grant from “City Accelerator,” an initiative of the philanthropic organization, “Living Cities”; and

WHEREAS, the purpose of the grant is to improve the local business support system for minority or disadvantaged entrepreneurs and business owners; and

WHEREAS, the City understands that the success of a local business support system requires cooperation and collaboration between multiple community organizations; and

WHEREAS, the City desires to cooperate and collaborate with the United States Small Business Administration (SBA), as well as other organizations, to build a strong local business support system; and

WHEREAS, the United States Small Business Administration (SBA) desires to participate with the City in the collaborative “City Accelerator” Program;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Manager be authorized to sign a Memorandum of Understanding by and between the City of El Paso and the United States Small Business Administration (SBA) for the parties to cooperate and collaborate to improve the local business support system for minority or disadvantaged entrepreneurs and business owners.

APPROVED this ____ day of _____ 2020.


CITY OF EL PASO:

Dee Margo
Mayor

ATTEST:


Laura D. Prine
City Clerk

APPROVED AS TO FORM:



Russell T. Abeln
Assistant City Attorney

APPROVED AS TO CONTENT:



Bruce D. Collins, Director
Purchasing & Strategic Sourcing Department



Strategic Alliance Memorandum

Between the

United States Small Business Administration

and the

City of El Paso

I. PURPOSE

The United States Small Business Administration (SBA) and the City of El Paso (each a “Party” or, collectively the “Parties”) are joined by a common mission; **helping start, maintain, and expand small businesses**. The Parties will work together in the spirit of cooperation and open communications, consistent with law, with the primary goal of meeting the needs of the small business community.

The City of El Paso is a home rule municipal corporation located in the State of Texas. The mission of the City of El Paso is to deliver exceptional services to support a high quality of life and place for our community. The City of El Paso provides services to 650,000 residents. Consistent with its mission, the City of El Paso serves the business community as a convener, collaborator and portal by ensuring access to high quality resources and delivering high impact results.

The mission of the SBA is to aid, counsel, assist and protect the interests of small business by providing financial, contractual and business development assistance and advocating on their behalf within the government. SBA district offices deliver SBA programs and services to the public. Each Party has separate services and resources which, when delivered in coordination with each other, will provide maximum benefits to the small business communities served.

The purpose of this Strategic Alliance Memorandum (SAM) is to develop and foster mutual understanding and a working relationship between the SBA and **the City of El Paso** in order to strengthen and expand small business development in the local area.

The Parties acknowledge that beyond the information sharing contemplated under this SAM, any specific joint training and outreach activities will require a separate signed agreement developed pursuant to SBA’s Cosponsorship Authority.

In order to further their common goals, the Parties agree to the following:

II. SCOPE AND RESPONSIBILITIES

SBA Undertakings:

Within the limits of its available and/or appropriated resources, the SBA through its **El Paso District Office** District Office will:

- Provide **the City of El Paso** with up-to-date information about SBA's programs and services.
- Make available, upon request, information regarding SBA's resource partners, including but not limited to, the Small Business Development Centers (SBDCs), SCORE, and the Women's Business Centers (WBCs) (collectively, "SBA's Resource Partners").
- Make available, upon request and subject to their availability, SBA pamphlets, brochures, and other publications.
- Advise **the City of El Paso** of events that may impact its mission.
- Provide speakers, consistent with SBA rules and policy, to participate in **City of El Paso** workshops, conferences, seminars and other activities to discuss SBA financing, government contracting and other business topics.
- Invite **City of El Paso** clients/members to attend local SBA-sponsored events and offer SBA-sponsored training at **City of El Paso's** location when appropriate.
- Provide a text-only hyperlink from SBA's website to **City of El Paso's** website pursuant to SBA's linking policies.
- Provide information to **City of El Paso's** staff on SBA programs and services available to local small businesses.
- Assign a local point of contact to serve as liaison between SBA and **the City of El Paso**.

City of El Paso's Undertakings:

Within the limits of its available resources, the **City of El Paso** will:

- Cooperate with SBA's Resource Partners to provide information to its clients/members about business development services to small businesses when appropriate.
- Keep abreast of and disseminate up-to-date information provided by SBA when appropriate.
- Make available to its clients/members SBA pamphlets, brochures, and other publications.
- Inform **City of El Paso's** small business clients/members of SBA's programs and services including referrals to SBA's Resource Partners when appropriate.
- Upon request, provide speakers for SBA-sponsored events when appropriate.
- Provide a text-only hyperlink from **City of El Paso's** website to SBA's website.
- Assign a local point of contact to serve as liaison between **City of El Paso** and SBA.

III. USE OF SBA NAME AND LOGO

All materials bearing the SBA name or logo must be approved in advance by SBA's Responsible Program Official. Use of SBA's logo must be accompanied by the following statement: "Use of the SBA logo is authorized by a Strategic Alliance Memorandum. Reference to SBA is not an endorsement of the views, opinions, products or services of any person or entity." The SBA logo may only be used to promote SBA and/or its programs, activities, and services. SBA's logo cannot be used in a way that suggests the Agency is endorsing any individual, organization, product, or service or in a way which implies that an improper relationship exists between SBA and an outside party. SBA's logo also must not be used in any manner that is liable to bring the Agency into a negative light, such as in connection with any products or services related to alcohol, gambling or adult entertainment industries. Further, SBA's logo must not be used in connection with any lobbying efforts, any political activities, or any religious symbols.

The "U.S. Small Business Administration" name shall be used only in a factual manner, consistent with applicable law, and shall not promote or endorse any products or services of any entity including but not limited to **the City of El Paso**. Nothing in this SAM permits **the City of El Paso** to use the SBA official seal.

IV. TERM

Cooperation under this SAM will commence upon signing by both Parties and will continue for a period of two years from date of signature unless otherwise terminated by one or both Parties as per paragraph VI below.

V. AMENDMENT

The Parties agree to consult each other on any amendment, modification or clarification to the provisions of this SAM. This SAM may only be amended or modified in writing and shall be consistent with applicable laws, regulations and SBA policy.

VI. TERMINATION

Either Party may discontinue its participation under this SAM at any time, with or without cause, upon thirty (30) days written notice to the other Party.

VII. RELATIONSHIP

This SAM does not authorize the expenditure of any funds. Accordingly, this SAM shall not be interpreted as creating any binding legal obligations between the Parties nor shall it limit either Party from participating in similar activities or arrangements with other entities. Nothing contained herein shall be construed to create any association, partnership, joint venture or relation of principal or agent or employer and employee with respect to **the City of El Paso** and SBA.

VIII. RESPONSIBLE PROGRAM OFFICIAL

The SBA Responsible Program Official for this Strategic Alliance Memorandum is **Dante Acosta.**

IX. POINTS OF CONTACT

The points of contact for administrative matters pertaining to this SAM are:

City of El Paso:

Name: Bruce D. Collins

Title: Purchasing Director

Address: 300 N. Campbell, El Paso, Texas 79901

Email: CollinsBD@elpasotexas.gov

U.S. Small Business Administration:

Name: Dante Acosta

Title: District Director

Address: 211 N. Florence, Suite 201, El Paso, Texas 79901

Email: dante.acosta@sba.gov

X. SIGNATURES

The signatories below represent that they have the authority to make such commitments on behalf of their respective organization. This SAM may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

U.S. Small Business Administration:



M. Morning F, Washburn, Director of Strategic Alliances
9/22/20

Date



Dante Acosta, District Director
El Paso District Office
09/22/2020

Date

City of El Paso:

Tommy Gonzalez, City Manager
Date



Bruce D. Collins, Purchasing Director
September 29, 2020

Date



Russell T. Abeln, Assistant City Attorney
09/25/2020

Date