

**CITY OF SAN ANTONIO  
ECONOMIC DEVELOPMENT DEPARTMENT  
CITY COUNCIL AGENDA MEMORANDUM**

**TO:** Mayor and City Council

**FROM:** Ramiro A. Cavazos, Director

**SUBJECT:** Authorization to Accept Annual Grant from the U.S. Department of Defense for the Procurement Technical Assistance Center (PTAC)

**DATE:** April 14, 2005

**SUMMARY AND RECOMMENDATIONS**

This item provides authorization for the acceptance of a \$149,950 grant from the U.S. Department of Defense (DoD) for the Procurement Technical Assistance Center (PTAC). The ordinance authorizes a budget and a personnel complement for the program period beginning January 1, 2005 - December 31, 2005.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

Every year, organizations throughout the country are invited to submit proposals for the DoD grant funding to provide businesses with procurement technical assistance. The PTAC provides procurement technical assistance to businesses seeking to market their products and services to federal, state, and local governments. This program has proven to be an effective economic development tool that promotes a diversity of markets for local business retention and expansion. The DoD will provide \$149,950 out of a total program cost of \$356,091 as its share of the cost to fund the PTAC. The City will contribute \$206,141 through in-kind services, which includes an estimated budget of \$20,000.00 in general fund support. The PTAC is managed and operated by staff from the Economic Development Department, which has been successful in obtaining this grant for the past 19 years.

**POLICY ANALYSIS**

During FY 2004, the PTAC assisted 427 businesses of which 40 businesses were awarded 128 contracts valued at over \$140,000,000. These awards included contracts to small disadvantaged businesses, women-owned businesses, and other small businesses. The PTAC has also formed a partnership with the Air Force Outreach Program Office and the Small Business Administration for the implementation of the HUBZone program through a satellite office within the PTAC. In 2004, 18 HUBZone certified businesses were awarded 72 contracts valued at over \$97.6 million.

This program promotes the creation of jobs, the revitalization of inner-city areas, and contracting advantages to small businesses.

The PTAC service delivery area consists of Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, and Wilson counties. The overall program complements the City of San Antonio's economic development initiatives and City programs that are intended to support the growth and development of small businesses. Additionally, the award of this grant presents the City of San Antonio with the opportunity to leverage federal funds to support these efforts.

### **FISCAL IMPACT**

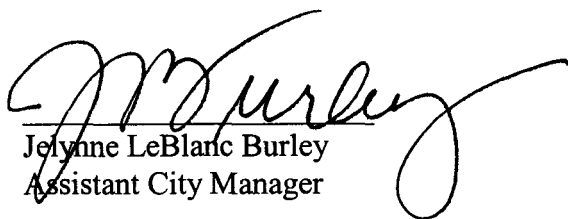
The PTAC proposed budget for 2005 is \$356,091. The award from DoD funds \$149,950 of this amount for salaries for 3 full-time employees. The City's share includes \$206,141 of City in-kind services, which includes an estimated budget of \$20,000.00 in general fund support. The funding period for the DoD grant is from January 1, 2005 to December 31, 2005. The PTAC budget was included in the City's FY 2004-2005 budget.

### **COORDINATION**

This has been coordinated with the City Attorney's Office and the Finance Department, and Office of Management and Budget.



Ramiro A. Cavazos, Director  
Economic Development Department



Jelynn LeBlanc Burley  
Assistant City Manager



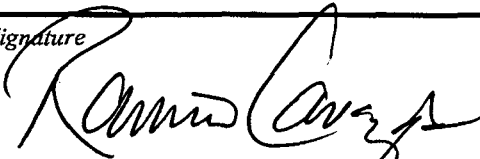

J. Rolando Bono  
Interim City Manager

<b>2005 PTAC Budget</b>	
Salary	\$ 114,569.78
TMRS	\$ 14,263.94
SS	\$ 8,764.59
Life	\$ 171.85
Flex	\$ 12,179.84
Total	\$ 149,950.00

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## MODIFICATION OF COOPERATIVE AGREEMENT

<b>1. ISSUED BY:</b> Defense Logistics Agency Office of Small and Disadvantaged Business Utilization Attn: DB Room 1127 8725 John J. Kingman Road Ft. Belvoir, VA 22060-6221		<b>2. ADMINISTERED BY:</b> S4404A DCMA San Antonio 615 East Houston Street P.O. Box 1040 San Antonio, TX 78294-1040	
<b>3. Agreement Number:</b> SP4800-04-2-0366		<b>4. Modification Number:</b> P00001	<b>5. Effective Date:</b> 01 Oct 2004
<b>6. Name and Address of Agreement Awardee:</b> CAGE: 1R8S1  City of San Antonio Economic Development Dept 1901 South Alamo P.O. Box 839966 San Antonio, TX 78283-3966			
<b>7. Description of modification:</b>  Pursuant to Section VIII of the Solicitation for Cooperative Agreement Application (SCAA) previously incorporated into this award by reference (which can be viewed at <a href="http://www.dla.mil/db/scaa2003.pdf">www.dla.mil/db/scaa2003.pdf</a> ), the above numbered agreement is extended for the first option period of one year commencing immediately upon completion of the base year award period which is 01-Jan-05. Funds for the first option period in the amount of \$149,950 are hereby obligated against appropriation:  <b>AA 9750100.5149.029 P911.06 25.16 PT ZKA5 PT5ZKA5366 S33181</b>  <b>Total Program Costs for the first option period:</b> \$356,091 of which \$149,950 is the Government's share (42.11%), and \$206,141 is the awardee's share (57.89 %).  <b>Indirect costs shall be billed at the rate of 0.00% or a dollar amount not to exceed \$0.</b>  Under Section II of the SCAA "Definitions", change the definition of 40. "Small Disadvantaged Business" to read: "A business concern that meets the definition of Small Disadvantaged Business (SDB) as defined in 13 CFR 124.1002." All other terms and conditions of the agreement remain unchanged.			
<b>8. Name and Title of Agreement Representative</b>  RAMIRO CAVAZOS DIRECTOR ECONOMIC DEVELOPMENT DEPARTMENT		<b>11. Name of Grants Officer:</b>  DIANA MAYKOWSKYJ	
<b>9. Signature</b> 	<b>10. Date:</b> 10-26-04	<b>12. Signature:</b> 	<b>13. Date:</b>