



Legislation Text

File #: 0847-2019, **Version:** 1

Background: This legislation authorizes the Director of the Department of Development to amend the contract with R.L. Underwood & Associates by extending the contract period to August 1, 2019. R.L. Underwood & Associates is a sole proprietorship that provides services to assist small businesses to develop and implement creative business development solutions. The company provides management consulting as well as assistance in preparing loan packages for private, federal, state, and local lending programs. Service can be developed and customized to meet the needs of start-up as well as existing businesses.

R.L. Underwood & Associates currently works with the City of Columbus Department of Development Office of Small Business and Entrepreneurial Development to assist small businesses in an effort to increase the number of certified businesses in the City of Columbus. Business. The company provides business planning and development services which includes the following:

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| ∞marketing planning and development | ∞bid preparation and procurement |
| ∞business financial planning | ∞certification and on-boarding assistance |
| ∞strategic business planning | ∞loan brokering |
| ∞growth planning | ∞support services |
| ∞loan packaging | ∞RFP and Bid Analysis Support |

The current contract ends on April 3, 2019. An amendment is needed to extend the contract period to August 1, 2019 to allow R.L. Underwood & Associates to continue to provide services to the small business community and achieve the objectives as stated in the Scope of Services of the current contract.

Fiscal Impact: This legislation does not have a fiscal impact.

To authorize the Director of the Department of Development to amend the contract with R.L. Underwood & Associates by extending the contract period to August 1, 2019 for the purpose of allowing R. L. Underwood & Associates to continue to provide services to the small business community; and to declare an emergency.

WHEREAS, the City of Columbus entered into contract with R.L Underwood & Associates for the purpose of providing small business development services to the small business community on behalf of the Office of Small Business and Entrepreneurial Development of the Department of Development; and

WHEREAS, the services provided include business planning and development using both traditional and lean business models; and

WHEREAS, specific services provided to small businesses include the following: marketing planning and development, business financial planning, strategic business planning, growth planning, loan packaging, bid preparation and procurement assistance, certification, loan brokering, support services, and RFP and Bid Analysis Support; and

WHEREAS, the current contract with the City of Columbus ends on April 3, 2019; and

WHEREAS, additional time is needed to allow R.L. Underwood & Associates to continue to provide small business development services as outlined in the Scope of Services in the current contract; and

WHEREAS, an amendment is needed to extend the contract period to August 1, 2019 for the purpose of continuing to

provide small business development services on behalf of the Office of Small Business and Entrepreneurial Development of the Department of Development; and

WHEREAS, an emergency exists in the usual daily operation of the Department of Development, in that it is immediately necessary to authorize an amendment to the R.L. Underwood & Associates contract, thereby preserving the public health, peace, property, safety and welfare; **Now, Therefore**,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:

Section 1. That the Director of the Department of Development is hereby authorized to amend the contract with R.L. Underwood & Associates for the purpose of extending the contract period to August 1, 2019.

Section 2. That for the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.