



Legislation Text

File #: 2042-2019, **Version:** 1

BACKGROUND: This legislation authorizes the Director of the Office of Diversity and Inclusion to enter into two separate, but related contracts with Progressive Marketing and Management (PMM) for event planning services and cost of expenses related to the 2019 City of Columbus Small Business Conference & Opportunity Exchange. The two-day event will provide tangible tips, resources and business opportunities to start-ups, entrepreneurs and small business owners across the state. Hosted by Mayor Andrew J. Ginther and the City of Columbus, Department of Diversity and Inclusion, the conference will provide an interactive platform for municipality leads, procurement officers, supplier diversity professionals, business owners and leaders, and industry influencers to discuss best practices in supplier diversity to build and grow their businesses.

PMM will manage all aspects of event planning and the full execution of this two day conference. PMM will source, contract with, schedule, manage and remit payment for all conference expenses after pre-approval by the City. Expenses shall include, but not be limited to, the following: speakers, presenters, talent, exhibitors; food and beverage providers; equipment vendors; facilities; website portal; photographer; and any other conference related service or product. Furthermore, PMM shall manage all aspects of the conference, including marketing and recruitment, trade show layout and assignment, décor, and other key areas to ensure a successful experience for conference attendees. PMM will be required to submit a list of proposed expenses to the City for pre-approval prior to committing to expend funds. PMM will also provide maximum opportunities for the engagement of minority and women owned business enterprises inclusion in the provision of any goods and services related to this event.

PMM's fees for event planning services shall not exceed \$150,000.00. The total cost of expenses related to hosting and executing the conference shall not exceed \$272,000.00. The combined conference budget (event planning services & hosting expenses) shall not exceed \$422,000.00.

Progressive Marketing and Management; Federal Tax ID# 31-1643608, CC#:005724, expires 03/31/2020, EBO_MBE

Fiscal Impact: This legislation authorizes the expenditure of \$150,000.00 from the General Fund, and an appropriation and expenditure of \$272,000.00 from the Small Business Education and Training Fund with Progressive Marketing and Management for event planning services and cost of expenses related to the 2019 City of Columbus Small Business Conference & Opportunity Exchange. Funding in the total amount of \$422,000.00 is budgeted and available within these Funds.

Emergency action is requested so that a contract can be entered into immediately and event planning and hosting activities can begin without delay.

To authorize the Director of the Office of Diversity and Inclusion to enter into an event planning contract and a conference hosting contract with Progressive Marketing and Management to provide conference planning and hosting activities related to the 2019 City of Columbus Small Business Conference & Opportunity Exchange; to authorize the transfer of \$150,000.00 within the General Fund; to authorize the appropriation and expenditure of \$272,000.00 from the Small Business Education and Training Fund; to authorize the expenditure of \$150,000.00 from the General Fund; and to

declare an emergency. (\$422,000.00)

WHEREAS, the City has a need for event planning and a conference hosting services related to the 2019 City of Columbus Small Business Conference & Opportunity Exchange; and

WHEREAS, this two-day event will provide tangible tips, resources and business opportunities to start-ups, entrepreneurs and small business owners across the state; and

WHEREAS, Progressive Marketing and Management will manage all aspects of event planning and the full execution of this 2 day conference; and

WHEREAS, the City of Columbus utilized a Request for Proposals (RFP) process to identify and assess qualified firms; and

WHEREAS, Progressive Marketing and Management received the highest overall score from the RFP committee and as such is being recommended for these planning and conference hosting contract(s); and

WHEREAS, an emergency exists in the usual daily operation of the Office of Diversity and Inclusion in that it is immediately necessary to authorize the Director of Diversity and Inclusion to enter into contract with Progressive Marketing and Management for event planning services and conference hosting expenses related to the 2019 City of Columbus Small Business Conference & Opportunity Exchange so that such activities can begin without delay, for the preservation of 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 Office of Diversity and Inclusion is hereby authorized to enter into contracts with Progressive Marketing and Management for event planning services and conference hosting expenses related to the 2019 City of Columbus Small Business Conference & Opportunity Exchange.

SECTION 2. That the transfer of \$150,000.00, or so much thereof as may be needed, is hereby authorized within Fund 1000 General Fund, from Dept-Div 4003, Object Class 01 - Personnel to Dept-Div 4003, Object Class 03 - Contractual Services per the account codes in the attachment to this ordinance.

See Attached File: Ord xxxx-2019 Legislation Template.xls

SECTION 3. That the appropriation and expenditure of up to \$272,000.00, or so much thereof as may be needed pursuant to the action authorized in SECTION 1, is hereby authorized in the Small Business Education and Training Fund 2288, in Object Class 03 - Contractual Services, per the accounting codes in the attachment to this ordinance.

See Attached File: Ord 2042-2019 Legislation Template.xls

SECTION 4. That the expenditure of up to \$150,000.00, or so much thereof as may be needed pursuant to the action authorized in SECTION 1, is hereby authorized in the General Fund 1000, in Object Class 03 - Contractual Services, per the accounting codes in the attachment to this ordinance.

See Attached File: Ord 2042-2019 Legislation Template.xls

SECTION 5. That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

SECTION 6. That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications.

SECTION 7. That for the reasons stated in the preamble hereto, which is hereby made a part thereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.