



City of Austin

Recommendation for Action

File #: 26-1261, **Agenda Item #:** 24.

3/26/2026

Posting Language

Authorize five contracts for investigation and mediation services for Austin Human Resources with 30 Minute Lawyer; Clear Conscience Consulting LLC; Cooperative Personnel Services d/b/a CPS HR Consulting; Lloyd Gosselink Rochelle & Townsend PC; and Treaty Oak Law Group, PLLC d/b/a Lynch Law Firm, each for an initial term of one year with up to four one-year extension options in amounts not to exceed \$2,250,000, divided among the contractors. Funding: \$225,000 is available in the Operating Budget of Austin Human Resources. Funding for the remaining contract term is contingent upon available funding in future budgets.

Lead Department

Austin Financial Services.

Client Department(s)

Austin Human Resources.

Fiscal Note

Funding in the amount of \$225,000 is available in the Fiscal Year 2025-2026 Operating Budget of Austin Human Resources.

Funding for the remaining contract term is contingent upon available funding in future budgets.

Procurement Language:

Austin Financial Services issued a Request for Proposals solicitation RFP 5800 SLW3025 for these services. The solicitation was published on October 20, 2025, and closed on November 20, 2025. Of the eight offers received, the proposals submitted by the recommended contractors represented best value to the City based on the solicitation's evaluation criteria. A complete solicitation package, including a log of offers received, is available for viewing on the City's website. This information can currently be found at https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=141848.

MBE/WBE:

This contract will be awarded in compliance with the City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program). For the service required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Austin Financial Services - Central Procurement at: FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

Additional Backup Information:

The contracts are necessary to ensure impartiality, integrity, and the appropriate resolution of workplace conflicts and allegations.

These contracts are replacing current contracts which expire on March 29, 2026. The requested authorization amount is based on department estimates, historical spend, and pricing submitted in response to the solicitation. Lloyd Gosselink Rochelle & Townsend PC and Treaty Oak Law Group, PLLC d/b/a Lynch Law Firm are current providers for these services. Treaty Oak Law Group, PLLC d/b/a Lynch Law Firm is also a City-certified women disadvantaged business.

An evaluation team with expertise in this area evaluated the offers and scored 30 Minute Lawyer, Clear Conscience Consulting LLC, Cooperative Personnel Services d/b/a CPS HR Consulting, Lloyd Gosselink Rochelle & Townsend PC, and Treaty Oak Law Group, PLLC d/b/a Lynch Law Firm as the best to provide these services based on offeror experience, personnel, sample work product, price, local business preference, and small business preference.

Authorization of these contracts will allow the City to engage qualified and experienced contractors as needed expeditiously. These contracts also set a flat rate for investigation and mediation services, controlling costs. These contracts will be managed by Austin Human Resources, who will work with City departments when the need arises for these services within their department.

If the contract is not approved, Austin Human Resources will be unable to engage qualified third-party investigators and mediators

Contract Details:		
Contract Term	Length of Term	Contract Authorization
Initial Term	1 year	\$450,000
Optional Extension 1	1 year	\$450,000
Optional Extension 2	1 year	\$450,000
Optional Extension 3	1 year	\$450,000
Optional Extension 4	1 year	\$450,000
Total	5 years	\$2,250,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.