



**Meeting Date:** March 27, 2025      **Agenda Type:** Consent Items for Action

**From:** Jesse Luna      **Reviewed by:** David Hubbard  
Purchasing Manager      Chief Administrative Officer

**Submitted by:** David Hubbard      **Approved by:** Ryan Kelso  
Chief Administrative Officer      Chief Executive Officer

**RECOMMENDED ACTION:** Reject All Proposals Submitted for RFP #24-0050, Credit Verification and Background Checks Solicitation

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## **BACKGROUND**

On May 5, 2024, New Braunfels Utilities (“NBU”) issued a request for competitive sealed proposals, RFP# 24-0050, seeking to contract with a vendor to provide credit verification and background check services for individuals and businesses within the NBU service territory who require utilities, and must establish accounts with NBU.

The deadline to submit proposals was June 20, 2024, at 2:00 p.m. NBU received one proposal. The published solicitation required proposers to utilize NBU’s standard Professional Service Agreement. The lone respondent’s submission proposed utilizing their contract in lieu of NBU’s standard agreement. Due to the language of the solicitation published, NBU is not able to consider this deviation.

NBU intends to resolicit for these services, with alterations allowing the utilization of a vendor’s proposed agreement. The changes will allow NBU to have additional flexibility to evaluate and award the best value respondent, and to encourage additional respondents to the solicitation.

This item is being presented to the Board because the Purchasing Policy and Section 252.043(f) of the Local Government Code require the governing body to authorize the rejection of all proposals submitted in response to a solicitation.

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## **FINANCIAL IMPACT**

There is no financial impact.

**LINK TO STRATEGIC PLAN**

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**Customers and Community**

**People and Culture**

**Stewardship**

**EXHIBITS**

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None