

# CITY OF SAN ANTONIO HIGH PROFILE PROCUREMENT PROCESS



Audit and Accountability Committee Briefing  
Troy Elliott, CPA, Deputy Chief Financial Officer



# AGENDA



- **Current High Profile Process**
- **High Profile Reporting**
- **Recommended Process Revisions**



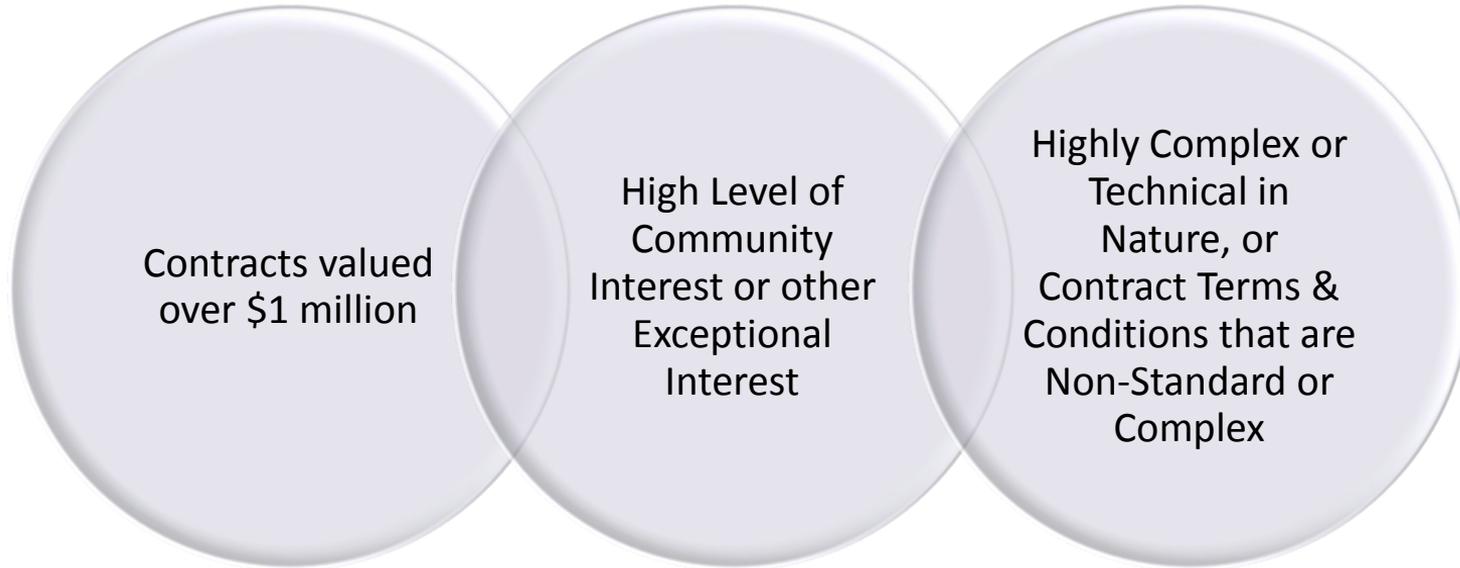
# Current High Profile Process



# High Profile Definition

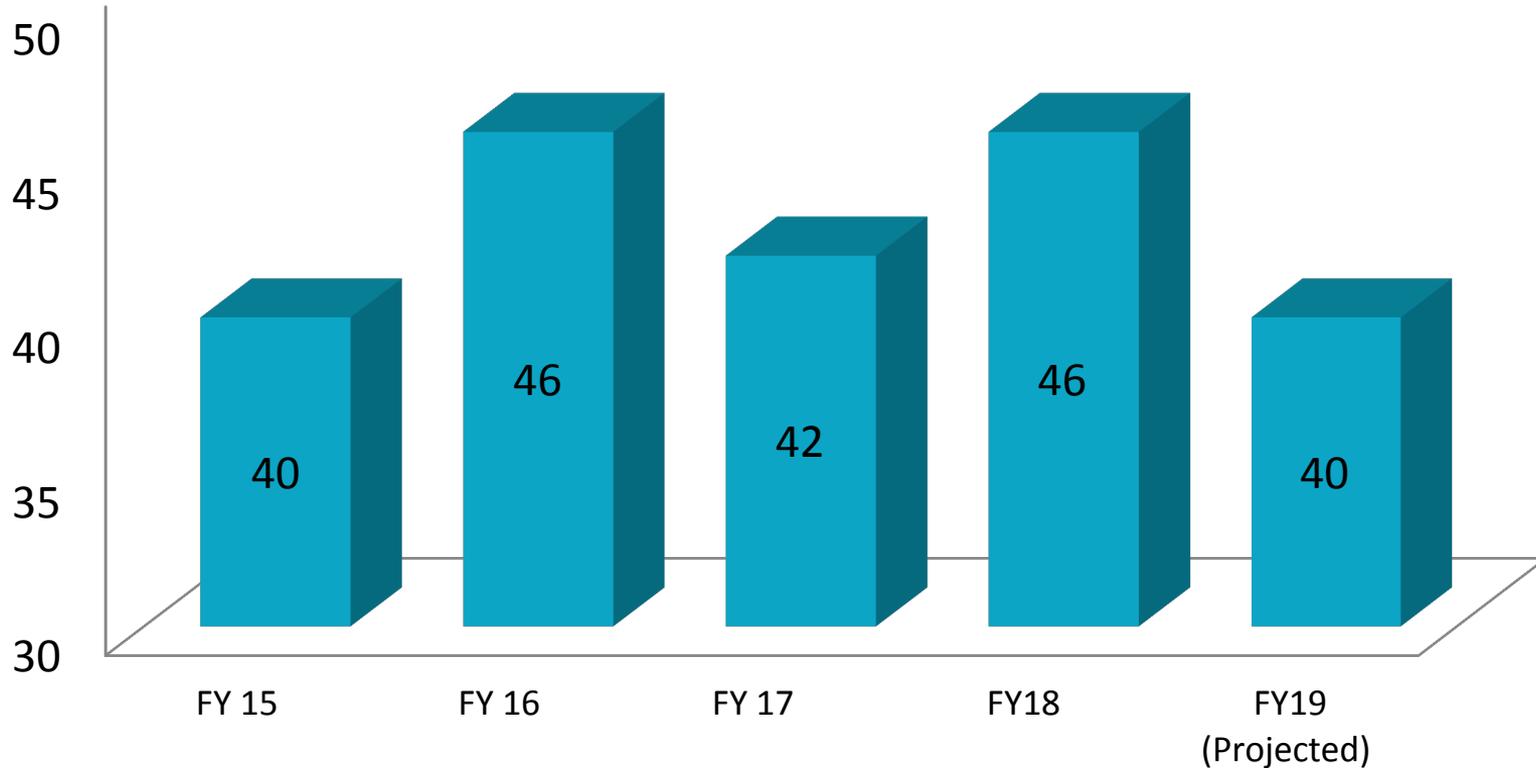


Discretionary solicitations that meet one or more of the following criteria:





# High Profile Projects





# Audit & Accountability Briefings



## Common Briefing Elements

- Project Overview
- Solicitation Type
- Estimated Value
- Proposed Term
- Evaluation Criteria
- SBEDA Subcontracting Requirements
- Local Preference Program Applicability
- Veteran Owned Small Business Preference Program Applicability

## Pre-Solicitation Briefings

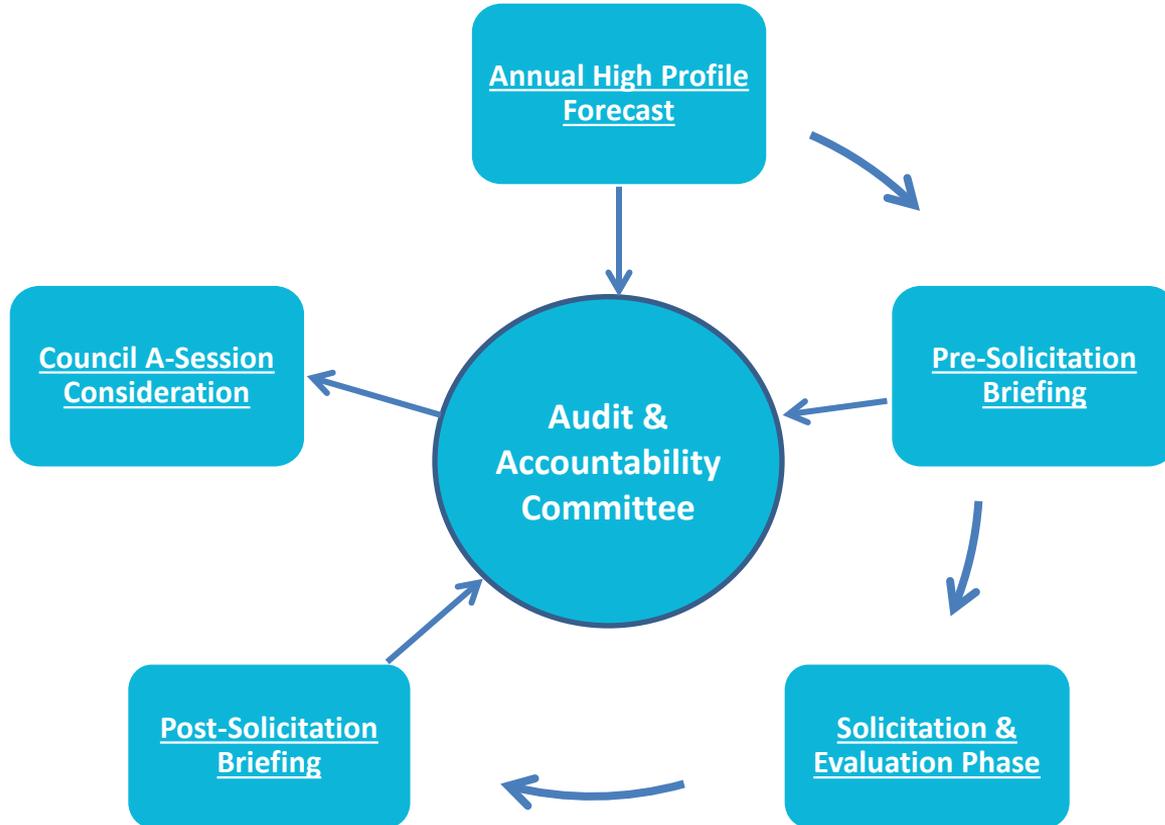
- Current Contract Status
- Evaluation Committee Members
- Vendor Outreach/Advertising
- Project Timeline

## Post-Solicitation Briefings

- Evaluation Matrix
- Number of Vendors Notified
- Number of Vendors Attending Pre-Submittal Conference
- Number of Responses Received
- Results of Minimum Requirements Review
- Results of Due Diligence



# Current Process





# Current Reporting



## Annual Forecast

- Projects Categorized as Individual or Consent
- Presented to Audit and Accountability Committee

## Monthly High Profile Reports

- High Profile Projects Currently Released
- Distributed to Mayor and Council
- Posted to the City's Website

## Bidding and Contracting Opportunities Webpage

- High Profile Projects Currently Released
- Identify Restrictions on Communications & Blackout Period for Campaign Contributions



# Recommended Process Revisions



# Summary of Recommended Process Revisions

- Establish New Select High Profile Procurement Category
- B-Session Bi-Annual Forecast
- B Session Feedback
- B-Session Pre- and Post- Solicitation Briefings



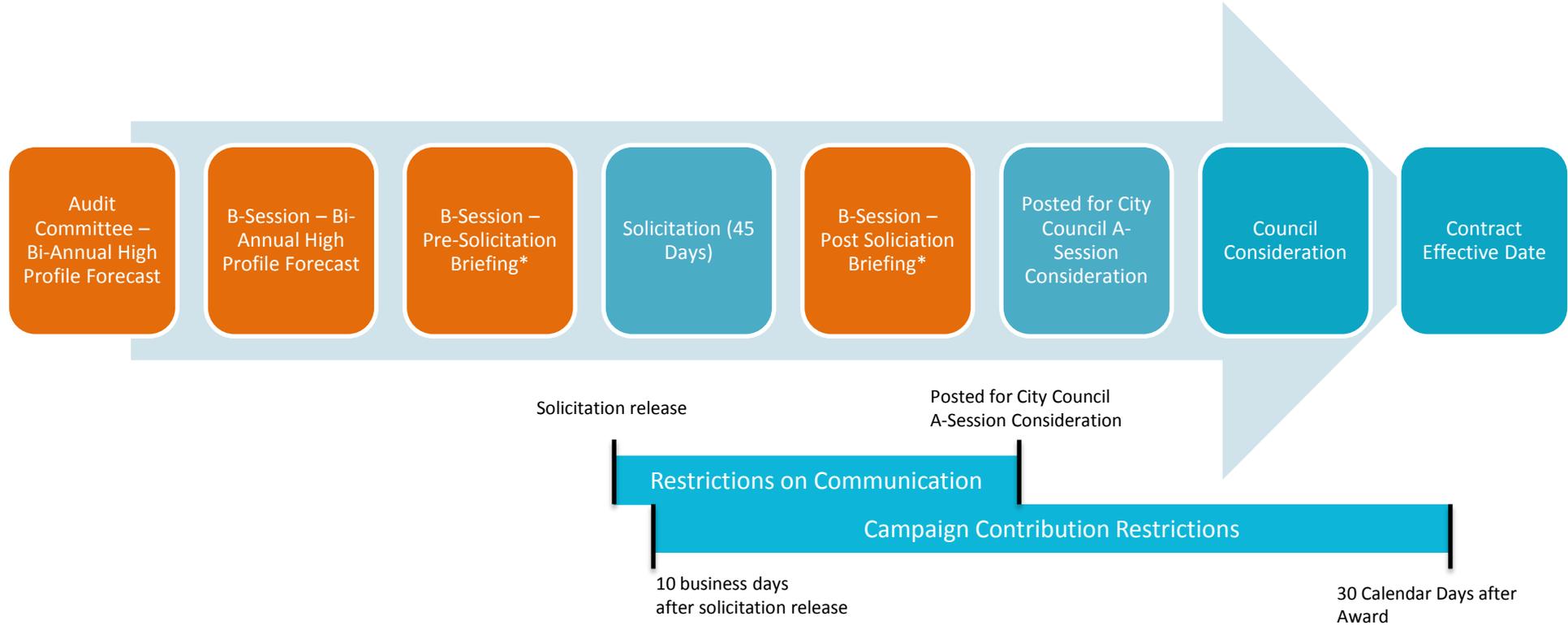
# Proposed Select High Profile Criteria

## Criteria for Select High Profile Projects

- Financial Impact (contract value in excess of \$25 million)
- Contract Term (10 years or more)
- Policy/Public Safety Implications
- Community / Stakeholder Impact or Interest
- Professional Judgement



# Proposed Select Solicitation Process



*\*Select High Profile Projects Only*



# Proposed Process Updates



Include B-Session Update for Select High Profile Projects

Increase Standard Advertisement Period from 30 Days to 45 Days

Present Both Initial & Final Score Matrices

Display Respondent Names

No Impact to Ethics Code, Restrictions on Communications, or Current Reporting

# Questions?

