

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED  
ORDINANCE OR RESOLUTION ADOPTED BY CITY COUNCIL**

**ORDINANCE**

**AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH GUIDESPARK, INC. TO PROVIDE INNOVATIVE COMMUNICATION METHODS TO EDUCATE BENEFIT-ELIGIBLE CIVILIAN AND UNIFORMED POLICE EMPLOYEES REGARDING THE CITY'S BENEFIT PLANS FOR A THREE YEAR TERM BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2021, WITH TWO OPTIONAL ONE YEAR RENEWAL TERMS IN AN AMOUNT NOT TO EXCEED \$254,000.00.**

\* \* \* \*

**WHEREAS**, the City wishes to enter into a Professional Services Agreement with GuideSpark, Inc. to provide innovative benefit communication methods to educate Civilian and Uniformed Police employees regarding the City's benefit plans for a three year term with two optional one year renewal periods for an amount not to exceed \$254,000.00, and

**WHEREAS**, the City of San Antonio solicited proposals and a formal review was conducted; and

**WHEREAS**, as a result of the review process, staff recommends that GuideSpark, Inc. be awarded the contract; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The City Manager or her designee is hereby authorized to execute a professional services contract with GuideSpark, Inc. to provide innovative benefit communication services beginning July 1, 2018, and ending June 30, 2021 with two optional one year renewal periods. A copy of the contract, in final form, is attached hereto as **Exhibit A**. The terms and conditions of said contract are hereby approved.

**SECTION 2.** Funding in the amount of \$54,000.00 for this Ordinance is available in Fund 75002000 and Cost Center 1002012001 and General Ledger 5201040 as part of the Fiscal Year 2018 Budget.

**SECTION 3.** The amount is not to exceed the budgeted amount will be encumbered upon issuance of a purchase order, and payment is authorized GuideSpark, Inc. Additional funding for this ordinance is contingent upon City Council approval of the City's operating budget and the availability of funds for subsequent Fiscal Years.

**SECTION 4.** The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 5.** This Ordinance shall be effective immediately upon passage by eight affirmative votes; otherwise, it shall be effective on the tenth day after passage hereof.

**PASSED AND APPROVED this 14<sup>th</sup> day of June, 2018.**

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

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Leticia M. Vacek, City Clerk

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Andrew Segovia, City Attorney

## **EXHIBIT A**

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