

CITY OF SAN ANTONIO
FINANCE DEPARTMENT
Interdepartmental Correspondence

TO: Sheryl Sculley, City Manager

FROM: Troy Elliott, CPA, Finance Director
Kevin Barthold, City Auditor

COPIES: Audit Committee; Ben Gorzell, Jr., Chief Financial Officer;
Marc Druck, Compliance Auditor; Norbert Dziuk, Assistant to the Director

SUBJECT: Consideration of Completed High Profile Solicitations

DATE: October 20, 2015

The evaluation process and due diligence for the following High Profile items has been completed:

Temporary Personnel Services (Human Resources) - Temporary employment agencies to provide administrative, clerical, and other business related positions that would be considered both exempt and non-exempt under the Fair Labor Standards Act.

- Number of Respondents: 12
- Contract Value: \$25 million for a term of 3 years with 2, 1-year options to renew
- Tentative Council Date: October 29, 2015

RFP for Temporary Labor Personnel Services* Score Summary	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
A - Experience, Background, Qualifications	30	19.20	20.60	24.20	20.80	27.20
B - Proposed Plan	15	10.40	12.00	10.20	10.20	12.40
C - Price	20	16.92	19.47	17.18	18.29	14.42
D - SBEDA Program - 10 pts MWBE Prime; 10 pts SBE Prime	20	10.00	20.00	20.00	20.00	20.00
E - Local Preference Program	10	10.00	5.00	10.00	10.00	10.00
F - Veteran-Owned Small Business Preference Program	5	0.00	0.00	0.00	0.00	0.00
TOTAL SCORE	100	66.52	77.07	81.58	79.29	84.02
RANK BASED ON TOTAL SCORE		5	4	2	3	1

* Represents short listed firms


Employee Life Insurance (Human Resources) – Provide basic life, accidental death and dismemberment insurance, supplemental life insurance and dependent life insurance for employees, spouses/domestic partners and their dependents.

- Number of Respondents: 3
- Contract Value: \$2.5 million for a term of 3 years with 1, 2 year option to renew
- Tentative Council Date: October 29, 2015


RFP Life Insurance Score Summary	Maximum Points	Vendor A	Vendor B	Vendor C
A - Experience, Background, Qualifications	20	19.25	13.75	19.75
B - Proposed Plan	30	26.50	18.25	27.50
C - Price Schedule	15	15.00	5.00	10.98
D - SBEDA - SBE Protégé Mentorship Incentive Program	20	0.00	0.00	0.00
E - Local Preference Program	10	0.00	0.00	0.00
F - VOSB Preference Program	5	0.00	0.00	0.00
TOTAL SCORE	100	60.75	37.00	58.23
RANK BASED ON TOTAL SCORE		1	3	2

Due diligence conducted for each of the respondents to the above solicitation includes a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. Staff reports no findings were noted for the above projects.

Staff recommends committee approval to proceed with scheduling these items for full City Council consideration.



Troy Elliott, CPA
Finance Director



Kevin Barthold
City Auditor