



AUDIT COMMITTEE MEETING

POST-SOLICITATION BRIEFING FOR EVENT ATTENDANT SERVICES AT THE ALAMODOME

September 20, 2016

**Patricia Muzquiz Cantor
Assistant Director
Convention & Sports Facilities**

Solicitation Overview



Originating Department: Convention & Sports Facilities



Solicitation Type: Request for Competitive Sealed Proposals



High Profile Designation: Contract value in excess of \$1 million



Estimated Value: \$12 million



Current Contract Status: New Contract



Proposed Term: 5-year term with one (1) additional 5-year extension

Project Timeline

Pre-Solicitation

Audit Committee Pre-Solicitation Briefing:

- April 19, 2016

Release RFCSP:

- April 21, 2016

Solicitation

Pre-Submittal Conference:

- April 28, 2016

Deadline for Questions:

- May 13, 2016

RFCSP Due:

- May 27, 2016

Post – Solicitation

Evaluation Meeting:

- June 13, 2016

Interviews:

- September 2, 2016

Contract Negotiated:

- September 2016

Audit Committee Post Solicitation Briefing:

- September 20, 2016

Finalization

City Council Consideration:

- October 13, 2016

Contract Start Date:

- Upon Council Award

Project Scope

Event Attendant Services

- Provide directional guidance
- Greet guests
- Respond to guest inquiries
- Wheelchair escorting

Manage and Supervise Services

- Ensure highest standards of quality
- Professionalism
- Customer Service
- Safety

Solicitation Requirements



Evaluation Criteria

- Experience, Background, Qualifications: 30 Points
- Proposed Plan: 20 Points
- Price: 40 Points
- SBE Prime Contract Program: 5 Points
- SBEDA Mentorship Incentive: 5 Points



Additional Requirements

- SBEDA Subcontracting Requirements: 15% SBE
- Audited Financial Statements: Not Required

Project Evaluation Committee Members

Voting Members

Carlos J. Contreras III, Assistant City Manager, City Manager's Office

Patricia Muzquiz Cantor, Assistant Director, Convention & Sports Facilities

Nicholas Langella, General Manager, Convention & Sports Facilities

Michael Flores, Booking & Services Manager, Convention & Sports Facilities

Cody Clem, Event Services Manager, Convention & Sports Facilities

Scoring Summary

RFCSP Annual Contract for Event Attendant Services at Alamodome Score Summary RFx 6100007393 Evaluation	Maximum Points	Vendor A	Vendor B	Vendor C
A - Experience, Background, Qualifications	30	27.60	20.40	3.60
B - Proposed Plan	20	19.40	13.00	4.60
C - Price Schedule	40	40.00	36.78	33.81
D - SBEDA - SBE Prime Contract Program	5	0.00	0.00	5.00
E - SBEDA - Mentorsip Incentives	5	0.00	0.00	0.00
TOTAL SCORE	100	87.00	70.18	47.01
RANK BASED ON TOTAL SCORE		1.00	2.00	3.00



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**Troy Elliott, CPA
Deputy Chief Financial Officer
and
Kevin Barthold
City Auditor**

Procurement Overview - Due Diligence

FINANCE

Number of vendors notified: 3348

Number of vendors at pre-submittal conference: 7

Number of responses received: 6

Results of Minimum Requirements Review	3 respondents disqualified for not meeting RFP requirements
Results of Due Diligence Review	No issues
Respondent Background Check	No issues
References, Proof of Insurability Review and Litigation Disclosure	Completed
Contracts Disclosure Form	No issues

CITY AUDITOR

City Auditor Briefing on Due Diligence Review



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