

**DEPARTMENT:** Office of Risk Management

**DEPARTMENT HEAD:** Debra M. Ojo, MPA

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:** Occupational Health Safety Management System (OHSMS) Consultant Services

**SUMMARY:** City ordinance authorizes the City Manager or her designee to enter into a contract with Ensafe, Inc. to provide OHSMS consultant services to the City of San Antonio. The term of the contract awarded would be for a one (1) year period, with the option to extend up to 180 days, beginning March 8, 2018 and ending September 7, 2019. The estimated contract cost is \$129,911.00.

**BACKGROUND INFORMATION: :** To further enhance the City's Safety Program, the Office of Risk Management will be implementing an Occupational Health Safety Management System (OHSMS) utilizing the 18001 Occupational Health Safety Assessment Series. The OHSMS is a formal method of measuring and evaluating safety performance through various system components and the use of Risk Management Information System (RMIS) data software. The outcomes of OHSMS will assist with achieving the City's initiative of zero preventable accidents and injuries by reducing the occurrence and cost of work-related accidents and injuries, and providing consistent safety operations across City departments.

The City of San Antonio solicited proposals from vendors to provide consultant services to assist with the development and implementation of an OHSMS. Consultant services include development of work flow processes within data management software, functionality and audit training, performance of GAP Analysis and providing recommendations for operational controls.

The Finance Department, Purchasing Division released a Request for Proposals (RFP) for OHSMS Consultant Services on January 5, 2018. The RFP was advertised in the San Antonio Express-News, the City's SAePS portal, Website and TVSA, and outreach notices were sent notifying potential respondents of the RFP and how to apply. A pre-submittal conference was held on January 11, 2018 to allow for Respondent questions and clarification to the RFP. One proposal response was received by the January 26, 2018 deadline.

The response was evaluated by the Evaluation Committee (Committee), which included representatives from the City's Office of Risk Management, Finance Department, and Aviation Department. The Committee reviewed the respondent's Experience, Background, and Qualifications; Proposed Plan and Pricing. By consensus vote, the committee is recommending to enter into agreement with EnSafe Inc. for the provision of providing consulting services for OHSMS.

**ISSUE:** Award of this contract through the approval of City Council will allow for continued enhancements of the City's Safety Program by reducing the frequency, severity, and associated costs of work-related accidents and injuries, as well as standardizing operational processes.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/ or women businesses available to provide these services.

The Local Preference Program and the Veteran-Owned Small Business Preference Program are applicable to this RFP.

**ALTERNATIVES:** Should this contract not be approved, the City's efforts in minimizing work-related exposures will be hindered.

**FISCAL IMPACT:** This ordinance authorizes a contract with Ensafé, Inc. to provide OHSMS consultant services to the City of San Antonio. The estimated cost of the contract is \$129,911 for FY 2018. Funds for this contract are included in the FY 2018 Risk Management Fund.

**RECOMMENDATION:** Staff recommends approval of the OHSMS Consulting Services with Ensafé, Inc. for the term beginning March 8, 2018 and ending September 7, 2019, subject to and contingent upon the authorization by City Council. This contract is procured by means of Request for Proposals. The Contract Disclosure Form is attached.