

Audit and Accountability Committee



Pre Solicitation Briefing for Web Based Commissary

Date: November 17, 2020

Presented by: Charles N. Hood, Fire Chief, San Antonio Fire Department

Project & Solicitation Overview

The San Antonio Fire Department is seeking a qualified respondent to provide a real-time web based commissary for uniform personnel to purchase uniform items. The respondent's program should include the following, but is not limited to: maintain a sufficient inventory of specified uniform and accessory items; receive, process, and ship individual orders; perform apparel alterations and repairs; provide embroidery, screen printing, and heat pressing services; maintain computerized transaction records by individual customer to include credit balance through a web based system.



Solicitation Type:
Request For Proposal (RFP)



Proposed Term:
5 years with 2, 1 year renewal options



Estimated Value:
\$6.95 Million



Current Contract Status:
Expires September 30, 2021

Solicitation Overview

Outreach		Evaluation Voting Members
NIGP Codes Identified	20854 Internet and Web Site Software for Computers	Maria Villagomez, Deputy City Manager, CMO
	2013 Emblems, Braids, Buttons, and Patches	Charles N. Hood, Fire Chief, SAFD
	20085 Uniforms, Blended Fabric	Christopher Monestier, Deputy Fire Chief, SAFD
Number of Vendors to be Notified	94655 Inventory services	Juan Ayala, Director, Office of Military and Veteran Affairs
	93633 Repairs and Alterations	Terry Kannawin, Assistant Director, Development Services Department
	45015 Camping Equipment	Joseph Arrington, Commissary Chair, SAFD
Advertising	Central Vendor Registry: 73	
	Veteran Owned Small Business (SBA/SCTRCA): 0	
	Targeted Vendor Outreach: 73	
Advertising	TVSA Channel 21	
	COSA Bidding Opportunities website	
	Hart Beat	
Advertising	Express News	

Solicitation Requirements

Evaluation Criteria

Experience, Background, Qualifications: 30 points
Proposed Plan: 30 points
Pricing: 15 points
SBEDA Program: 10 points (SBE Prime: 5 points; M/WBE Prime: 5 points)
Local Preference Program: 10 points
Veteran Owned Small Business Preference Program: 5 points

Additional Requirements

SBE Subcontracting Requirements: 11% SBE Subcontracting Goal
Audited Financial Statements: Not Required

Goal Setting Committee Members

Troy Elliott, Deputy Chief Financial Officer, Finance Department
Nikki Ramos, Committee Chair & Assistant Director - Parks and Recreation Department
Noel Horan, Fire Civilian Administrator, San Antonio Fire Department
Shuchi Nagpal, EDD Administrator, Economic Development Department
Linda Lopez-George, Director, Research Partnerships and Business Development, UT Health San Antonio

Project Timeline

