Audit and Accountability Committee SAN ANTON



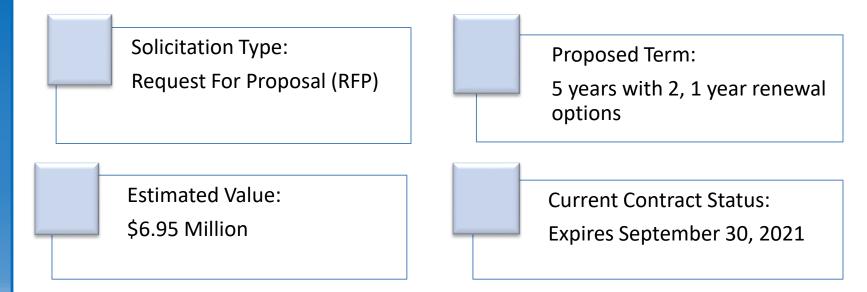
Pre Solicitation Briefing for Web Based Commissary

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 Overview

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

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

Pre-Solicitation

Solicitation

Post – Solicitation

Finalization

Goal Setting Committee:

■ February 27, 2020

Pre-Solicitation Briefing:

■ November 17, 2020

Release Date:

■ November 20, 2020

Pre-Submittal Conference:

■ December 2, 2020

Deadline for **Questions**:

■ December 11, 2020

Due Date:

■ January 25, 2021

Evaluation Complete:

■ February 26, 2021

Contract Negotiated:

■ March 2021

Post Solicitation Briefing:

■ April 20, 2021

City Council Consideration:

■ June 3, 2021

Contract Start Date:

October 1, 2021