### **Audit and Accountability Committee**



CITY OF

Date: January 19, 2021

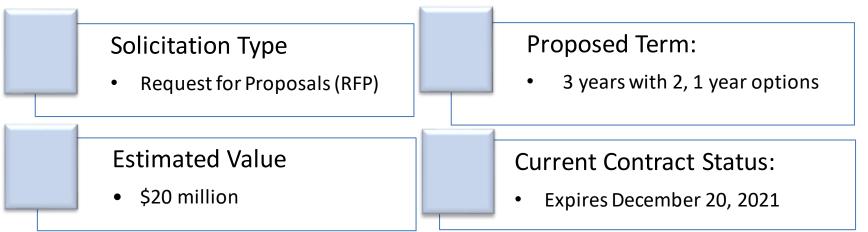
Presented by: Lori Steward, Director, Human Resources Department

# Background

- Audit & Accountability Committee Reviews:
  - January 2020, a pre-solicitation briefing was conducted
    - Identified expenditure of federal funds on upcoming contracts
  - February 2020 briefing on the Federal Office of Management and Budget (OMB) Super Circular guidelines for federally funded City contracts
  - March 2020 briefing on non-application of Local
     Preference Program for upcoming Temporary Staffing
     Services solicitation

## **Project & Solicitation Overview**

The City of San Antonio is seeking proposals from temporary employment agencies to provide support staff (clerical, labor, driving, etc.) based on business related positions that would be considered both exempt and non-exempt under the Fair Labor Standards Act (FLSA). From time to time, the City may have need of "specialty" positions or positions which are not in the general administrative, clerical, and office services categories. The contractor will be primarily responsible for providing temporary personnel services to various departments and offices throughout the City.



### **Solicitation Overview**

#### Outreach

NIGP Codes Identified	NIGP code(s) and description 96269 – Personnel Services, Temporary
Number of Vendors to be Notified	Central Vendor Registry: 53 Veteran Owned Small Business (SBA/SCTRCA): 2,046 Targeted Vendor Outreach: 9
Advertising	TVSA Channel 21 COSA Bidding Opportunities

website

**Express** News

#### **Evaluation Voting Members**

Ben Gorzell, Jr., Chief Financial Officer, City Manager's Office

Lori Steward, Director, Human Resources Department

Krystal Strong, Assistant Director, Human Resources Department

Sharon Frey, Recruitment Administrator, Human Resources Department

David Badillo, Solid Waste Manager, Solid Waste Management Department

SAPD Administrative Team Member (TBD)

## **Solicitation Requirements**

<b>Evaluation Criteria</b>	Experience, Background, Qualifications: 30 points		
	Proposed Plan: 40 points		
	Pricing: 20 points		
	SBEDA Program: 10 points (SBE – 5 points; M/WBE – 5 points)		

Additional Requirements	SBEDA Subcontracting Requirements: 10% M/WBE Local Preference Program: Not Applied due to grant funding Veteran-Owned Small Business Preference Program: Not Applied due to grant funding Audited Financial Statements: Not Required
Goal Setting Committee Members	Nikki Ramos, Goal Setting Committee Chair Lori Steward, Director, Human Resources Department Troy Elliott, Deputy Chief Financial Officer, Finance Department Shuchi Nagpal, Economic Development Manager, Economic Development Department Linda Lopez-George, Citizen Member

## **Project Timeline**

Pre-Solicitatio	n Solicitation	Post- Solicitation	Finalization	
Goal Setting	Pre-Submittal	Evaluation	City Council	
Committee:	Conference:	Complete:	Consideration:	
January 17, 2020	February 3, 2021	<ul> <li>May 2021</li> </ul>	September 2021	
Audit Committee	Deadline for	Contract	Contract Start	
Pre Solicitation	Questions:	Negotiated:	Date:	
Briefing:	February 15,	■ June 2021	December 21,	
January 19, 2021	2021		2021	
		Audit Committee		
Release Date:	Due Date:	Post Solicitation		
January 25, 2021	March 11, 2021	Briefing:		
		<ul> <li>August 17, 2021</li> </ul>		