



City of San Antonio

Agenda Memorandum

File Number: 16-1002

Agenda Item Number: 17.

Agenda Date: 1/28/2016

In Control: City Council A Session

DEPARTMENT: Aviation

DEPARTMENT HEAD: Noel T. Jones

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

On-Call Organizational and Employee Development Consulting Services for the San Antonio Airport System

SUMMARY:

An Ordinance authorizing three professional services agreements for On-Call Organizational and Employee Development Consulting Services for the San Antonio Airport System with Expressworks International LLC, Kaoppel Consulting LLC and WHY Group LLC. The total contract value for each agreement is an amount not to exceed \$90,000.00.

The term of each agreement is for three years with options to renew for two, one-year extension under the same terms and conditions at the City's discretion.

BACKGROUND INFORMATION:

Over the past five years, the Aviation Department has placed a strong emphasis on improving its organizational development practices. A major initiative to support this effort was the development and implementation of the San Antonio Airport System University (SAASU). As part of the SAASU program, the City offers employees training classes and other development opportunities to improve their knowledge and skills. Since it began in 2014, over 220 Aviation employees have participated in at least one activity and 19 employees have graduated the Program, completing a minimum of 40 hours of professional development.

It is the intent of the City to obtain organizational and employee development consulting services from consultants under on-call contracts to allow the Department to appropriately match its needs for specific projects to the selected Respondent's areas of expertise shall include but not be limited to:

- Professional Coaching - Provide professional coaching for employees upon request to help identify ways the employee can improve their performance or handle various situations they are facing.
- Employee Development Related Training - Provide employee development related training to improve employee performance.
- Innovation and Change Management - Provide as-needed support to the Aviation Department in the continued development of its innovation and change management practices.
- Facilitation - Facilitate various workshops and meetings, as requested.
- Organizational Development - Provide other organizational development services as requested.

Awarded contracts will be “on-call”. City, upon identifying a need for services, will request proposal and issue task orders.

Solicitation

A Request for Qualifications was released on September 8, 2015 and advertised on the City of San Antonio website and on TVSA. It also advertised in the *San Antonio Express-News*. Seven proposals were received on October 9, 2015. An evaluation committee comprised of representatives from the Aviation Department and Human Resources reviewed, scored and ranked the proposals. Scores were based on the published criteria: background, experience and qualifications of team and the project plan. Expressworks International LLC, Kaepfel Consulting LLC and WHY Group LLC were awarded the most points.

Small Business Economic Development Advocacy

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract.

The Goal Setting Committee applied the Small Business Enterprise Prime Contract Program with 10 evaluation preference points which was awarded to Kaepfel Consulting as they are certified SBE firm located within the San Antonio Metropolitan Statistical Area. In addition, the Goal Setting Committee applied the Minority/Women-Owned Business Enterprise Prime Contract Program with 10 evaluation preference points.

Kaepfel Consulting LLC

Kaepfel is headquartered in San Antonio. Previous and current clients include the Texas Department of Transportation, Kelly Services, Texas Department of Public Safety, Tesoro and Bexar County.

Expressworks International LLC

Expressworks has an office in San Antonio. Previous and current clients include NASA, California State Automobile Association, New York State Department of Transportation, United Airlines and Ford.

WHY Group LLC

The WHY Group is headquartered in San Antonio. Previous and current clients include the City of San Antonio, SA2020, University of Texas at San Antonio and state agencies.

ISSUE:

The Aviation Department will utilize the services under the agreement to provide employee development and organizational consultant services.

ALTERNATIVES:

City Council could elect to have the Aviation Department submit a request for qualifications for each type of service separately. However, the solicitation process followed the procurement procedure and policies of the City.

FISCAL IMPACT:

Each professional services agreement shall have a value not to exceed \$90,000.00. No funds are appropriated by this action. Expenditures for these services are subject to available funding in the Operating and Maintenance Fund of the Aviation Department. The City will make no minimum guarantee pertaining to the volume of work which may be expected from the consultant.

RECOMMENDATION:

Staff recommends approval of this Ordinance authorizing professional services agreements with Expressworks International LLC, Kaepfel Consulting LLC and WHY Group LLC for On-Call Organizational and Employee Development Consulting Services for the San Antonio Airport System.