



City of San Antonio

Agenda Memorandum

File Number: 18-2604

Agenda Item Number: 23.

Agenda Date: 5/10/2018

In Control: City Council A Session

DEPARTMENT: Fire

DEPARTMENT HEAD: Charles N. Hood

COUNCIL DISTRICTS IMPACTED: All

SUBJECT:

Consultant for Homeland Security Strategic Planning

SUMMARY:

This ordinance authorizes the execution of a professional services agreement with Hagerty Consulting, Inc for a term of eight months, without the opportunity to renew annually. The total value of this award is \$74,166.00, to be paid based on the completion of each deliverable as outlined in the Request for Proposal (RFP). Funding in the amount of \$31,055.92 is available from the 2016 State Homeland Security Grant Program, and funding in the amount of \$43,110.08 is available from the 2017 State Homeland Security Grant Program.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is the proposal submitted by Hagerty Consulting, Inc. for consultant services working with the Office of Emergency Management to develop and conduct a Homeland Security Strategic Planning Program. The Consultant will provide facilitation and implementation services to include analysis and incorporation of available data and information, collaboration to facilitate the successful development and implementation of the Regional Emergency Preparedness Advisory Committee (REPAC) strategic plan.

The City issued a Request for Proposal (RFP) for "Homeland Security Strategic Planning Program" (RFP 18-035; 6100009877) on January 12, 2018, with a submission deadline of February 14, 2018. The RFP was advertised in the San Antonio Express-News, TVSA channel, and City's website. Six proposals were received and moved forward for full proposal evaluation.

The evaluation committee consisted of members from the San Antonio Fire Department (3 Members) and the Alamo Area Council of Government (2 Members). The Finance Department, Purchasing Division facilitated by ensuring compliance with city procurement policies and procedures.

Proposals were evaluated and scored based on the published evaluation criteria in the RFP, which included: Experience, Background, Qualifications (30 points), Proposed Plan (30 points), Price Schedule (15 points), Small Business Economic Development Advocacy (SBEDA) Program: Small Business Enterprise (SBE) Prime Contract Program (10 points) and the Minority/Women Business Enterprise (M/WBE) Prime Contract Program (10 points), and the Veteran-Owned Small Business Preference Program (VOSBPP) (5 points).

The evaluation committee met on February 26, 2018, to evaluate the six proposals received. After committee review and discussion, individual scores were submitted and aggregate scores were presented. After a recommendation for the award was agreed upon by the evaluation committee, the scores for pricing and preference programs were revealed. Hagerty Consulting, Inc. was recommended for award by the evaluation committee.

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 and Minority/ Women-Owned Business Enterprise Prime Contract Program with twenty (20) evaluation preference points.

The Local Preference Program (LPP) was not applicable for this solicitation.

The Veteran-Owned Small Business Preference Program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a veteran-owned small business.

ISSUE:

This ordinance authorizes the execution of a professional services agreement with Hagerty Consulting, Inc. for the Homeland Security Strategic Planning Program. The initial term of the contract is for eight months, without the opportunity to renew the contract annually.

ALTERNATIVES:

City Council may elect not to approve this contract which would cancel the project to provide Consulting services to develop and conduct a Homeland Security Strategic Planning Program.

FISCAL IMPACT:

This ordinance authorizes the execution of a professional services agreement with Hagerty Consulting, Inc for a term of eight months, without the opportunity to renew annually. The total value of this award is \$74,166.00, to be paid based on the completion of each deliverable as outlined in the Request for Proposal (RFP). Funding in the amount of \$31,055.92 is available from the 2016 State Homeland Security Grant Program, and funding in

the amount of \$43,110.08 is available from the 2017 State Homeland Security Grant Program.

All expenditures will be in accordance with the State Homeland Security Program (SHSP) grant.

RECOMMENDATION:

- a) Staff recommends approval of the contract with Hagerty Consulting, Inc. for the Homeland Security Strategic Planning Program.
- b) This contract is procured by means of Request for Proposals and the Contract Disclosure Form is attached.