



City of San Antonio

Agenda Memorandum

File Number:16-3371

Agenda Item Number: 26.

Agenda Date: 6/16/2016

In Control: City Council A Session

DEPARTMENT: Convention and Sports Facilities

DEPARTMENT HEAD: Michael Sawaya

COUNCIL DISTRICTS IMPACTED: City-Wide

SUBJECT: Carver Center Seasonal Performance Collateral Material Graphic Design

SUMMARY:

An ordinance approving an the execution of a two-year contract with The Mighty Studio Group for graphic design services at the Carver Community Cultural Center ("the Carver) with an option to renew for two (2) additional one-year terms.

BACKGROUND INFORMATION:

The Carver is a multicultural and multi-disciplinary performing and visual arts center with an emphasis on the contributions of African and African-American artists. For over 75 years, the Carver has sought to expose our audiences to and celebrate the diverse cultures of our world by presenting local, national and international performing and visual artists. The programming season includes performing arts presentations, visual arts exhibits, residencies, master classes and other arts education programs.

On April 18, 2016, the City issued a Request for Proposals (RFP) to solicit responses from qualified Respondents interested in providing graphic design services for the department. Eight (8) proposals were received by the May 11, 2016 deadline. Two (2) were incomplete and deemed non-responsive. As a result, six (6) proposals were submitted to the Evaluation Committee for scoring. The five-member Evaluation Committee included representatives from the Carver Community Cultural Center. The Evaluation Committee met on May 23, 2016, to discuss the six (6) proposals. Evaluations were scored and the committee unanimously agreed to move ahead the highest scoring vendor, The Mighty Studio Group. The evaluation committee recommends award to The Mighty Studio Group.

Vendors were evaluated based on the firm's qualifications, experience, quality of service, previous performance, reference review, proposed plan and price schedule. The evaluation of each proposal response is based on a total of 100 points; 20 points allotted for experience, background, qualifications; 35 points allotted for the proposed plan and 10 points allotted for respondent's price schedule. Twenty preference points were allotted for the Small Business Economic Development Advocacy (SBEDA) Program, in addition to 10 points allotted for the Local Preference Program and 5 points for the Veteran-Owned Small Business Preference Program.

ISSUE:

The awarded vendor will provide services which include the creation, design, and layout of seasonal performance brochures, playbills, rack cards, post cards, posters, invitations, envelopes, banners, etc., for the Carver Community Cultural Center's seasonal performance collateral material.

CSF is requesting authorization to award a professional services contract to The Mighty Studio Group. The Mighty Studio Group was selected through a competitive Request for Proposals, following City standards for similar RFPs.

If approved by City Council, the contract with The Mighty Studio Group and CSF would begin immediately.

In accordance with Local Preference Program, the recommended respondent received 10 points for being headquartered within the incorporated San Antonio city limits.

There were no proposals submitted by veteran-owned small businesses for this contract, therefore, the Veteran-Owned Small Business Preference Program was not applied.

ALTERNATIVES:

City Council could elect to not approve the awarding of the contract with the selected vendor for graphic design services. This action would delay the delivery of these services to the department. The solicitation for this contract was conducted in accordance with City policies and the selected proposal is within budget.

FISCAL IMPACT:

This ordinance authorizes the execution of a two-year Contract with The Mighty Studio Group, with an option to renew for two (2) additional one-year terms, in an amount not to exceed \$63,160.00. Funds are available in the Carver Community Cultural Center General Fund Operating budget.

RECOMMENDATION:

Staff recommends approval of the authorization to award a contract to The Mighty Studio Group for graphic design services for the Carver Center's seasonal performance collateral material.

This contract is procured by means of Request for Proposals and the Contracts Disclosure Form is attached.