



City of San Antonio

Agenda Memorandum

File Number:16-5027

Agenda Item Number: 10.

Agenda Date: 9/20/2016

In Control: Audit Committee

**CITY OF SAN ANTONIO
CONVENTION & SPORTS FACILITIES
AUDIT COMMITTEE
INTERDEPARTMENTAL MEMO**

TO: Sheryl Sculley, City Manager

FROM: Michael J. Sawaya, Director, Convention & Sports Facilities

COPY: Audit Committee; Carlos Contreras, Assistant City Manager; Ben Gorzell Jr., CPA, Chief Financial Officer; Troy Elliott, CPA, Deputy Chief Financial Officer; Kevin Barthold, City Auditor

SUBJECT: Post-Solicitation Briefing for Event Attendant Services at the Alamodome

DATE: September 20, 2016

The Convention & Sports Facilities (CSF) will provide a post-solicitation briefing on the Event Attendant Services at the Alamodome which was presented to the Audit Committee on April 19, 2016 for the pre-solicitation briefing.

Contractor shall supply event attendant staff to assist guests during events held at the Alamodome by providing directional guidance, wheel chair escorting and responding to guest inquiries. The CSF Department hosts a variety of trade, consumer, public, family and entertainment shows, conventions, civic and community events, meetings, concerts, and sporting events.

A Request for Competitive Sealed Proposals (RFCSP) for Event Attendant Services at the Alamodome was released on April 21, 2016. The RFQ was advertised in the San Antonio Express News and on the City's website. Responses were due May 27, 2016, and a total of six (6) submittals were received. Three (3) proposals were deemed non-responsive; one proposal was deemed non-responsive by the Economic Development Department due to respondent's failure to meet the Small Business Economic Development Advocacy subcontracting requirement, one proposal was deemed non-responsive due to respondent submitting exceptions to the price schedule, and one respondent was deemed non-responsive for submitting an incomplete price schedule.

A selection committee, consisting of representatives from the City Manager's Office and Convention & Sports Facilities evaluated, scored and ranked the submissions. Scoring was based on the published evaluation

criteria, which included: Experience, Background, Qualifications; Proposed Plan; Pricing and participation in the SBE Prime Contractor Program and Mentorship Incentive Program.

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 5 preference points for participation in the SBE Prime Contract Program, 5 preference points for the Mentorship Incentive Program and a 15% SBE Subcontracting goal.

This item is tentatively scheduled for Council consideration on October 13, 2016.