



City of San Antonio

Agenda Memorandum

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Agenda Item Number: 21.

Agenda Date: 3/8/2018

In Control: City Council A Session

DEPARTMENT: Office of Risk Management

DEPARTMENT HEAD: Debra M. Ojo, MPA

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT: Occupational Health Safety Management System (OHSMS) Consultant Services

SUMMARY: City ordinance authorizes the City Manager or her designee to enter into a contract with Ensaf, Inc. to provide Occupational Health Safety Management System (OHSMS) consultant services to the City of San Antonio. The term of the contract awarded would be for a one (1) year period, with the option to extend up to 180 days, beginning March 8, 2018 and ending September 7, 2019. The estimated contract cost is \$129,911.00.

BACKGROUND INFORMATION: The City of San Antonio solicited proposals from vendors to provide consultant services to assist with the development and implementation of an OHSMS. The OHSMS is a formal method of measuring and evaluating safety performance through various system components and the use of Risk Management Information System (RMIS) data software. The outcomes of OHSMS are to minimize workplace risks, reduce the occurrence and cost of work-related accidents and injuries, and provide consistency of safety operations across all City departments. In addition, OHSMS can be used to improve the visibility of a department's safety performance through tracking, measuring, and reporting safety inspection findings, and incident management processes.

The Finance Department, Purchasing Division released a Request for Proposals (RFP) for OHSMS Consultant Services on January 5, 2018. The RFP was advertised in the San Antonio Express-News, the City's SAePS portal, Website and TVSA, and outreach notices were sent notifying potential respondents of the RFP and how to apply. A pre-submittal conference was held on January 11, 2018 to allow for Respondent questions and clarification to the RFP. One proposal response was received by the January 26, 2018 deadline.

The response was evaluated by the Evaluation Committee ("committee"), which included representatives from the City's Office of Risk Management, Finance Department, and Aviation Department. The Committee reviewed the respondent's Experience, Background, and Qualifications; Proposed Plan and Pricing. By consensus vote, the committee is recommending to enter into agreement with EnSafe Inc. for the provision of providing consulting services for OHSMS.

ISSUE: Award of this contract through the approval of City Council will allow for continued enhancements of the City's Safety Program by reducing the frequency, severity, and associated costs of work-related accidents and injuries, as well

as standardizing operational processes.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/ or women businesses available to provide these services.

The Local Preference Program and the Veteran-Owned Small Business Preference Program are applicable to this RFP.

ALTERNATIVES: Should this contract not be approved, the City's efforts in minimizing work-related exposures will be hindered.

FISCAL IMPACT: This ordinance authorizes a contract with Ensaf, Inc. to provide OHSMS consultant services to the City of San Antonio. The estimated cost of the contract is \$129,911 for FY 2018. Funds for this contract are included in the FY 2018 Risk Management Fund.

RECOMMENDATION: Staff recommends approval of the OHSMS Consulting Services with Ensaf, Inc. for the term beginning March 8, 2018 and ending September 7, 2019, subject to and contingent upon authorization by City Council. This contract is procured by means of Request for Proposals. The Contract Disclosure Form is attached.