



City of San Antonio

Agenda Memorandum

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Agenda Date: 5/24/2018

In Control: Audit and Accountability Committee

**CITY OF SAN ANTONIO
SAN ANTONIO FIRE DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Sheryl Sculley, City Manager

FROM: Troy Elliott, Deputy Chief Financial Officer, Finance Department

COPY: Audit Committee; Erik Walsh, Deputy City Manager, Ben Gorzell, Jr., CPA, Chief Financial Officer; Charles Hood, Fire Chief; Kevin Barthold, City Auditor

SUBJECT: Pre-Solicitation Briefing for the Procurement Process for San Antonio Fire Department Medical Supplies

DATE: May 24, 2018

The Finance Department will present a pre-solicitation briefing on the procurement process for purchase of Medical Supplies for the Fire Department's Emergency Medical Services Division. Although this item would not traditionally be defined as a High Profile contract, experience with past procurements for medical equipment and supplies have generated a heightened level of community and small business interest.

The Fire Department, working in conjunction with the Finance Department, has worked to "de-bundle" the current medical supplies contract and included a subcontracting requirement to increase participation of local, small, minority and woman-owned businesses in the procurement process. This briefing will allow an opportunity for input and direction from Committee members.