



# City of San Antonio

## Agenda Memorandum

**File Number:**18-5188

---

**Agenda Item Number:** 23.

**Agenda Date:** 11/29/2018

**In Control:** City Council A Session

---

**DEPARTMENT:** SAFD

**DEPARTMENT HEAD:** Charles Hood

**COUNCIL DISTRICTS IMPACTED:** City Wide

### **SUBJECT:**

Web Based On Line Training System for SAFD

### **SUMMARY:**

This ordinance authorizes acceptance of a contract with TargetSolutions, LLC to provide a Web Based On-Line Training System for the San Antonio Fire Department (SAFD) for an estimated annual cost of \$131,645.00. Funding is available from the FY 2019 General Fund Adopted Budget, and funding for subsequent fiscal years is subject to appropriation of funds.

The initial term of the agreement shall be for a period of three years beginning November 1, 2018 and will continue through October 31, 2021, with the option of up to two (2) one year extensions.

### **BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is the proposal submitted by TargetSolutions, LLC to provide a Web Based On-Line Training System for the SAFD.

The Texas Commission on Fire Protection requires twenty (20) hours of continuing education annually for each of the approximately 1,750 uniformed firefighters. The San Antonio Fire Department Training Division currently conducts and provides this required training through the Centrelearn On-Line Learning Platform. Currently, there is additional in-service training that is conducted via the Station Officer, Field Training Officer, Battalion Chief or Incumbent Training Officer that is now tracked manually in the station log books. With

approval of this contract for the TargetSolutions On-Line Training platform, this training can be developed, assigned and tracked via the same electronic platform as the continuing education training. Additionally, other training offered through the City can be entered and tracked for the uniformed personnel such as: Cadet Training, driver's safety, OSHA, or Human Resources related training. This type of training is currently being tracked through the use of station and division logbooks. This will enable SAFD to provide a complete record of any training provided and recorded for an individual.

TargetSolution's on-line training system will address issues related to ease of access, increasing the amount and types of training, providing a greater number of available subjects, simplification of tracking training and certification, standardization of presentation and ensuring compliance with completion of local, State and Federal training requirements.

The City issued a Request for Proposal (RFP) for "Web Based On-Line Training System for SAFD" (RFP 6100010069) on April 6, 2018 with a submission deadline of May 18, 2018. Two proposals were received and were deemed responsive for evaluation. TargetSolutions, LLC was selected based on the City's standard RFP evaluation process.

The evaluation committee consisted of representatives from the San Antonio Fire Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's qualifications, experience, and quality of service, previous performance, proposed plan, and price schedule. Additional categories of consideration included references and financial qualifications. The evaluation of each proposal response was based on a total of 100 points; 45 points allotted for experience, background, qualifications; 25 points allotted for proposed plan; 15 points allotted for respondent's price schedule; 10 points allotted for the Local Preference Ordinance and 5 points allotted for the Veteran-Owned Small Business Preference Program.

The evaluation committee met on June 7, 2018 to discuss and evaluate the two responsive proposals received. After an initial committee review and discussion, the individual technical scores were submitted and the aggregate scores were presented. After a recommendation for award was agreed upon by the selection committee, the pricing scores were revealed. TargetSolutions, LLC received the highest ranking and was recommended for award by the evaluation committee.

## **ISSUE:**

This ordinance authorizes a contract with TargetSolutions, LLC to provide a Web Based On-Line Training System for SAFD to aide with the simplification of tracking of training and certification, standardization of presentation, and compliance with completion of local, State and Federal training requirements.

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 goods and services.

The Local Preference and Veteran-Owned Small Business Preference Programs were applicable to this solicitation; however, no proposals were received from either local or veteran-owned firms.

## **ALTERNATIVES:**

Should this contract not be approved, the SAFD will not have access to an updated training curriculum and a comprehensive automated means to track completed records of training for continuing education requirements as set forth by the Texas Commission on Fire Protection. The existing on-line training system is scheduled to be phased out in the near future.

**FISCAL IMPACT:**

This ordinance authorizes acceptance of a contract with TargetSolutions, LLC to provide a Web Based On-Line Training System for the San Antonio Fire Department (SAFD) for an estimated annual cost of \$131,645.00. Funding is available from the FY 2019 General Fund Adopted Budget, and funding for subsequent fiscal years is subject to appropriation of funds.

The initial term of the agreement shall be for a period of three years beginning November 1, 2018 and will continue through October 31, 2021, with the option of up to two (2) one year extensions.

**RECOMMENDATION:**

Staff recommends the approval of the contract with TargetSolutions, LLC to provide the SAFD with an on-line training system estimated amount of \$131,645.00 annually.

This contract is procured by means of a Request for Proposal and a Contracts Disclosure Form is required.