



City of San Antonio

Agenda Memorandum

File Number:18-5817

Agenda Item Number: 16.

Agenda Date: 10/16/2018

In Control: Audit and Accountability Committee

**CITY OF SAN ANTONIO
FINANCE DEPARTMENT
Interdepartmental Correspondence**

TO: Sheryl Sculley, City Manager

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

COPIES: Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Erik Walsh, Deputy City Manager; Kevin Barthold, City Auditor

SUBJECT: Procurement Process for the San Antonio Fire Department Medical Supplies

DATE: October 16, 2018

On May 24, 2018, a pre-solicitation briefing was presented which outlined the proposed solicitation process for the acquisition of Medical Supplies, EMS Supplies and Equipment and Medications for the EMS Division. The discussion included the efforts of the Fire and Finance Departments to de-bundle the current contract and a subcontracting requirements to increase participation of local, small, minority and woman-owned businesses in the procurement process.

A solicitation was released on July 6, 2018 and responses were received on August 15, 2018. The Finance Department will present a briefing and next steps for purchase of Medical Supplies for the Fire Department's Emergency Medical Services (EMS) Division.