



City of San Antonio

Agenda Memorandum

File Number: 19-1601

Agenda Item Number: 9.

Agenda Date: 3/7/2019

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Quartermaster System for the San Antonio Fire Department

SUMMARY:

This ordinance authorizes a contract with FileONQ, Inc. to provide a Quartermaster system to inventory Personnel Protective Equipment and related equipment for the San Antonio Fire Department for a total amount of \$197,932.00 over a five year period. Of this amount \$47,352.00 is funded from the 2019 - 2024 Capital Projects Budget and \$80,000 funded from the FY 2019 General Fund budget. Additionally, in years 2-5 an annual license fee of \$17,645.00 will be subject to appropriation of the annual budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by FileONQ, Inc. to provide a Quartermaster system for the San Antonio Fire Department.

The City of San Antonio Fire Department wants to enhance the management and efficiency of its Personnel Protective Equipment (PPE) and other equipment inventory through a computerized system that incorporates bar coding for the tracking, reporting, and overall management of the department's PPE and equipment.

The San Antonio Fire Department PPE and equipment inventory is currently managed by several divisions within the department. As a result, there is no efficiency in tracking the PPE and equipment effectively. A single system in use by all the divisions is the desired outcome. The PPE and equipment in use includes: bunker gear, helmets, boots, gloves, wet suits, carbineers, ballistic vests, and other equipment. The current inventory is tracked via numerous spread sheets and ad hoc databases.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “Quartermaster System for SAFD” (RFCSP 18-085, 6100010365) on June 15, 2018 with a submission deadline of July 16, 2018. Two proposal responses were received. FileONQ, Inc. is recommended for contract award based on the City’s standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the City of San Antonio Fire Department and the Information Technology Services Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; 10 points allotted for ESBE Prime Contract Program; 10 points allotted for M/WBE Prime Contract Program and 20 points allotted for respondent’s price schedule.

The evaluation committee met on August 21, 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. FileOnQ, Inc. received the highest ranking and was recommended for award by the evaluation committee.

The contract term awarded will be for a three year period. The City shall have the option to renew for an additional two, one year periods without additional City Council approval.

ISSUE:

This contract will provide a Quartermaster system for the San Antonio Fire Department which will track PPE and other equipment through a computerized system that incorporates bar coding for the tracking, reporting, and overall management of the departments PPE and equipment.

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 the Emerging Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with twenty (20) evaluation preference points.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be awarded, the City will not have a consolidated source of this data and will be in violation of State Fire Marshall findings from recent Line of Duty Death (LODD) review.

FISCAL IMPACT:

This ordinance authorizes a contract with FileONQ, Inc. to provide a Quartermaster system to inventory Personnel Protective Equipment and related equipment for the San Antonio Fire Department for a total amount of \$197,932.00 over a five year period. Of this amount \$47,352.00 is funded from the 2019 - 2024 Capital Projects Budget and \$80,000 funded from the FY 2019 General Fund budget. Additionally, in years 2-5 an annual license fee of \$17,645.00 will be subject to appropriation of the annual budget.

RECOMMENDATION:

Staff recommends the approval of this contract with FileOnQ, Inc. in the amount of \$197,932.00 to provide a Quartermaster system for the San Antonio Fire Department

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