



City of San Antonio

Agenda Memorandum

File Number:19-2704

Agenda Item Number: 29.

Agenda Date: 4/4/2019

In Control: City Council A Session

DEPARTMENT: Office of Risk Management

DEPARTMENT HEAD: Debra M. Ojo, MPA

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT: Occupational Health and Safety Management System (OHSMS) Certification Auditing Services.

SUMMARY:

This ordinance would authorize the City Manager or his/her designee to enter into a contract with ABS Quality Evaluations, Inc. to provide Occupational Health and Safety Management System (OHSMS) ISO 45001:2018 certification auditing services to the City of San Antonio. The term of the contract awarded will be for a three (3) year period beginning October 1, 2019 and ending September 30, 2022, with the option to extend up to 2 additional years. The contract cost over the 5 year period would be \$119,200.

BACKGROUND INFORMATION:

To further enhance the City's Safety Standards, the Office of Risk Management is implementing an Occupational Health and Safety Management System (OHSMS) utilizing the ISO 45001:2018 international standard. The OHSMS is a formal method of measuring and evaluating safety performance thorough various system components and the use of Risk Management Information System data software. The outcomes of OHSMS will assist with achieving the City's initiative of zero preventable accidents and injuries, and providing consistent safety operations across City departments including Solid Waste Management, Transportation and Capital Improvements, Building and Equipment Services, the Office of Risk Management, Parks and Recreation, and Development Services.

The City of San Antonio solicited proposals from vendors to provide third-party certification auditing services to evaluate and support the implementation and operation of the OHSMS. Auditing services include performing a sampling process of the different locations among the involved departments to select employees to interview, collect documents and records to view as evidence and physical observation to ensure conformance to the

established OHSMS requirements, along with developing and communicating the corresponding audit reports and issuing the certificate over the multi-site OHSMS as it is being implemented in the City of San Antonio.

The Finance Department, Purchasing Division released a Request for Proposals (RFP) for OHSMS certification auditing services on January 2, 2019. The RFP was advertised in the San Antonio Express News, the City's SAePS portal, the City of San Antonio website and TVSA. Outreach notices were sent via email notifying potential respondents of the RFP and how to apply. A pre-submittal conference was held on January 11, 2019 to allow for respondent questions and clarification of the RFP. Two proposal responses were received by the February 6, 2019 deadline.

The responses were evaluated by the Evaluation Committee ("committee"), which included representatives from the City's Office of Risk Management, Finance Department, and Solid Waste Management Department. On February 18, 2019 the committee evaluated the proposals based on the firms qualifications, experience, quality of service, reference review, proposed plan and pricing. The evaluation of each proposal response was based on a total of 100 points; 30 points allocated for experience, background, qualifications; 30 points allotted for proposed plan; 25 points allotted for respondent's pricing, 10 points allotted for the Local Preference Program and 5 points for the Veteran-Owned Small Business Preference Program.

The committee is recommending to enter into agreement with ABS Quality Evaluations, Inc. for the provision of providing ISO 45001:2018 certification auditing services for the City of San Antonio's Safety Management System.

ISSUE:

Award of this contract through the approval of the City Council will allow the City's Safety Program to follow a world-class excellence standard by ensuring that the City's safety processes are standardized, establishing sure ways to reduce frequency, severity and costs of work-related accidents and injuries, and improving City employees' and community's safety culture.

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 (LPP) and the Veteran-Owned Small Business Preference Program were applied in the evaluation of responses received for this contract however; the recommended respondent does not qualify for the preference points.

ALTERNATIVES:

The city could choose not to approve this contract. However, this action would hinder the City's efforts in minimizing work-related exposures.

FISCAL IMPACT:

This ordinance would authorize a contract with ABS Quality Evaluations, Inc. to provide SMS ISO 45001:2018 certification auditing services to the City of San Antonio. The estimated cost of the contract is \$119,200 over the five year term covered between October 1, 2019 and September 30, 2024. Funding for this contract will be allocated from the Workers' Compensation Fund and subsequent funding is contingent upon future budget

appropriation.

RECOMMENDATION:

Staff recommends approval of the contract for OHSMS ISO 45001:2018 Certification Auditing Services with ABS Quality Evaluations, Inc. for the three (3) year period beginning October 1, 2019 and ending September 30, 2022, with the option to extend up to 2 additional years. This contract is procured by means of Request for Proposals and the Contract Disclosure Form is attached.