



# City of San Antonio

## Agenda Memorandum

**File Number:**19-3888

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**Agenda Item Number:** 7.

**Agenda Date:** 6/6/2019

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Strategic Planning and Analysis Tool for San Antonio Fire Department

### **SUMMARY:**

This ordinance authorizes a contract with Levrum, Inc. for the purchase and implementation of a strategic planning and analysis tool for the San Antonio Fire Department for a first year cost of \$130,000.00 funded from the Information Technology Capital Project Fund. Recurring maintenance and support costs of \$168,920.00 will be submitted as part of the annual budget process for years 2 - 5 for a total contract value of \$298,920.00.

### **BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal submitted by Levrum, Inc., to provide software and implementation services for a strategic planning and analysis tool.

The City of San Antonio Fire Department (SAFD) Strategic Planning Division is responsible for many aspects related to the accreditation of the department for Fire Service. The Planning Division is challenged by maintaining the response standards mandated by federal and state entities. As SAFD continues to meet the challenge of the growing population and the increasing acreage of the city, it requires predictive modeling tools to assist in finding the most logical locations for fire stations and the most logical places to put specialized apparatus or response vehicles.

This contract will provide the SAFD with a predictive analysis tool that will help to identify the best location to build and/or staff SAFD resources and equipment to address growing needs in the City. The Levrum tool

provides additional functionality and exponentially expedited processing time above what is currently available to SAFD. This tool will allow SAFD to leverage existing data and compare different resource strategies in map, chart and tabular form.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “Strategic Planning and Analysis Tool for SAFD” (RFCSP 18-111, 6100010696) on September 28, 2018 with a submission deadline of October 29, 2018. Two proposal responses were received and deemed eligible for evaluation. Levrum, Inc. is recommended for contract award based on the City’s standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the Information Technology Services Department and the San Antonio Fire 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; 45 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; and 25 points allotted for respondent’s price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on December 3, 2018 to discuss the responsive proposals received. After committee review and discussion, it was determined that both firms would be asked to interview and provide a demonstration. Interviews and demonstrations were held on December 19, 2018. Subsequently, the evaluation committee met to score the proposals. Once individual scores were submitted and finalized, aggregate scores for each respondent were then presented. Levrum, Inc. received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall begin upon the effective date of the ordinance awarding this contract and will be for a three (3) year period. Two additional one-year renewals at the City’s option shall also be authorized by this ordinance.

## **ISSUE:**

This contract will provide the City of San Antonio Fire Department with a strategic planning and analysis tool to assist with forecasting departmental analytical needs.

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.

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 approved, the City of San Antonio Fire Department would not have access to an automated tool be able to effectively assist in finding the most logical locations for fire stations and the most logical places to put specialized apparatus or response vehicles.

## **FISCAL IMPACT:**

This ordinance authorizes a contract with Levrum, Inc. for the purchase and implementation of a strategic planning and analysis tool for the San Antonio Fire Department for a first year cost of \$130,000.00 funded from the Information Technology Capital Project Fund. Recurring maintenance and support costs of \$168,920.00 will be submitted as part of the annual budget process for years 2 - 5 for a total contract value of \$298,920.00.

**RECOMMENDATION:**

Staff recommends the approval of this contract with Levrum, Inc. in the amount of \$298,920.00 for a strategic planning and analysis tool for the San Antonio Fire Department.

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