



City of San Antonio

Agenda Memorandum

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Agenda Item Number: 10.

Agenda Date: 4/20/2021

In Control: Audit and Accountability Committee

**CITY OF SAN ANTONIO
FINANCE DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Erik Walsh, City Manager

FROM: Troy Elliott, CPA, Deputy Chief Financial Officer

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

SUBJECT: Post-Solicitation Briefing for Financial Advisor Services

DATE: April 20, 2021

The Finance Department will present a Post-Solicitation briefing for the selection of qualified firm(s) to perform professional Financial Advisor Services. These services will assist the City in the management of its various debt programs and the design and issuance of bonds, certificates, tax notes, and other financial instruments as may be required.

On October 25, 2020, a Request for Proposals (RFP) was released seeking proposals from qualified firms to provide financial advisor services. The estimated contract value is \$2.5 million for an initial contract term of 3 years with 2, 1-year options to renew.

On December 14, 2020, seven proposals were received however, one proposal was deemed non-responsive due to political contributions that were identified by the City Auditor's Office that were made during the prohibited black out period.

The City Auditor's Office identified political contributions made by one firm during the prohibited period as defined by City Code Article VII, Section 2-309. The prohibited period began on the tenth business day after the City released the solicitation for Financial Advisor Services and concludes thirty calendar days after the contract has been awarded (black out period). The contributions were made on November 17, 2020 during the

black out period and based upon this finding, the proposal submitted by the firm was deemed non-responsive and was removed from consideration.

The evaluation committee representatives were Ben Gorzell, Jr., Chief Financial Officer; Troy Elliott, Deputy Chief Financial Officer; Jesus Saenz, Aviation Director; Margaret U. Villegas, Assistant Finance Director; Alejandro Tijerina, Financial Management Administrator and Phyllis Garcia, Treasurer, San Antonio Water System.

The evaluation committee met to discuss and score all remaining proposals on March 15, 2021. The committee shortlisted the top three ranked respondents for interviews. The committee reconvened on March 29 and 30, 2021 for interviews, which were followed by final discussion and scoring. The committee recommends awarding the contract to the two highest-ranked Respondents.

This item is scheduled for City Council consideration on April 29, 2021.