



City of San Antonio

Agenda Memorandum

File Number:15-2253

Agenda Item Number: 2.

Agenda Date: 3/24/2015

In Control: High Profile Contract Council Committee

**CITY OF SAN ANTONIO
HUMAN RESOURCES DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE SHEET**

TO: Sheryl Sculley, City Manager

FROM: Lori Steward, Interim Director, Human Resources

COPY: High Profile Contract Council Committee; Ben Gorzell Jr., CPA, Chief Financial Officer; Troy Elliott, CPA, Finance Director; Kevin Barthold, City Auditor

SUBJECT: Occupational Health Services Solicitation Overview

DATE: March 24, 2015

The Human Resources Department will provide a pre-solicitation presentation briefing for the Occupational Health Services contract. The presentation will include an overview of the scope and proposed timeline for the solicitation process.

Current services have been provided by Gonzaba Medical Group since May 1, 2008 and the current contract expires on August 31, 2015. Gonzaba Medical Group performed physical examinations and drug screenings to City employees. These services were provided on an as-needed basis. Considering the timeline and high-profile nature of this contract, we recommend the following path for this solicitation:

1. Draft RFP - February 2015
2. Goal Setting Committee - March 2015
3. Pre-Solicitation Briefing to HPCCC - March 2015
4. Release RFP - March 2015
5. RFP Proposals Due - April 2015
6. Complete Evaluation - May 2015
7. Post Solicitation Briefing HPCCC - June 2015
8. City Council Consideration -August 2015

The pre-solicitation briefing will include, as applicable, an overview of the procurement, estimated contract value, high profile designation, term of resulting contract, project scope and considerations, proposed scoring criteria, Small Business Economic Development Advocacy (SBEDA) program requirements, audited financial

statements, local preference applicability, veteran-owned small business program applicability, project timeline, and evaluation committee members.