



# City of San Antonio

## Agenda Memorandum

**File Number:**15-2602

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**Agenda Item Number:** 3.

**Agenda Date:** 4/14/2015

**In Control:** High Profile Contract Council Committee

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

**TO:** Sheryl Sculley, City Manager

**FROM:** Hugh Miller, CTO, Information Technology Services Department

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

**SUBJECT:** Pre-Solicitation Briefing for Security Officer Services

**DATE:** April 14, 2015

The Information Technology Services Department will present a pre-solicitation briefing on the Security Officer Services which was added to the FY 15 Annual High Profile Report. This briefing will allow an opportunity for input and direction from Committee members.

This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, local preference applicability, veteran owned small business preference applicability and SBEDA Program requirements.

The Information Technology Services Department is seeking to implement a City-wide contract with an experienced and qualified Security Officer Services Contractor to provide security officer coverage at various City facilities. Contractor would be providing security officer services for buildings, facilities, and grounds; for employees, visitors, customers, and vendors; emergency response, access control, technology control station monitoring, and other related security services as required by the City.