



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 4

Agenda Date: February 20, 2025

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Risk Management Information System

SUMMARY:

This ordinance authorizes a contract with EXP Systems, LLC to provide a Risk Management Information System software platform for a total amount of \$634,000 for use for a five year contract term, a three year period with two, one-year renewal options. Funding for implementation in the amount of \$154,000 and first year software subscription cost in the amount of \$96,000 is available from 2022 Tax Notes. Funding for subsequent years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by EXP Systems, LLC to provide a Risk Management Information System software platform for the Office of Risk Management to document incidents and track follow up from incidents. These services are required to streamline all safety operations carried out by the Office of Risk Management Safety division to accurately track the safety status of all departments.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for a “Risk Management

Information System” (RFCSP 23-071, 6100016672) on May 31, 2023, with a submission deadline of July 26, 2023. The RFCSP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System (SAePS), and an email notification was released to a list of potential respondents. Four proposals were received. One respondent took exceptions to City’s contract terms and withdrew their proposal from consideration. The remaining three proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the Office of Risk Management, Solid Waste Management Department, Public Works Department, Parks & Recreation Department and Information Technology Services Department. The Finance Department, Procurement Division, assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 35 points were allotted for Experience, Background, and Qualifications; 25 points were allotted for the Proposed Plan; 20 points were allotted for the respondent’s Price Schedule; 10 preference points were allotted for the Small Business Enterprise (SBE) Prime Contract Program; and 10 preference points were allotted for the Minority Women-Owned Business Enterprise (M/WBE) Prime Contract Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met for an initial evaluation to discuss and score the three responsive proposals on September 6, 2023, and after initial scoring, the committee’s recommendation was to conduct interviews with the top two ranked firms. The evaluation committee reconvened for interviews and discussion on September 27, 2023. After interviews, the evaluation committee discussed and scored the shortlisted firms based on the aforementioned criteria. Individual scores were submitted, and aggregate scores were presented. After a recommendation for award was agreed upon by the evaluation committee, the price scores were revealed. EXP Systems, LLC, the highest-ranking firm, was recommended for award by the evaluation committee.

The term of this contract begins upon award for use for three years with two additional, one-year renewals at the City’s option, which will also be authorized by this ordinance.

ISSUE:

This contract will provide a collaborative software platform for Safety Management System and Risk Management Information System processes. The contractor will deliver a robust, reliable and up-to-date solution for the City’s Risk Management information needs. The City will utilize the software platform to streamline all safety operations carried out by the Office of Risk Management Safety division.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with ten (10) evaluation preference points, and the Minority/ Women-Owned Business Enterprise (MWBE) Prime Contract Program with ten (10) evaluation preference points. EXP Systems, LLC was not eligible to receive any points.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business 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 Office of Risk Management will be required to use SharePoint and other Office 365 tools to track and manage data manually requiring time consuming data validation which may result in overtime and/or reduced staff capacity for other duties.

FISCAL IMPACT:

This ordinance authorizes a contract with EXP Systems, LLC to provide a Risk Management Information System software platform for a total amount of \$634,000 for use for a three-year period, with the option for the City to renew for two additional, one-year periods. Funding for implementation in the amount of \$154,000 and first year software subscription cost in the amount of \$96,000 is available from 2022 Tax Notes. Funding for subsequent years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this ordinance.

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