



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 10

**Agenda Date:** December 19, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

12/19/24 Annual Contracts

**SUMMARY:**

An ordinance awarding one contract and one change order to provide the City with commodities and services on an annual basis for the term of the contracts for an estimated amount of \$164,400.00 annually. This ordinance provides the procurement of the following items, as needed, and dependent on the department's available budget, for the term of the contracts:

A. Greenlight Credentials, LLC for Training Skills Management System for Workforce Development Office, \$49,500.00 annually (1 contract, Workforce Development Office)

B. ParkHub, Inc. for Change Order 3 Alamodome Parking Lot Point of Sale (POS) System, \$114,900.00 annually (1 contract, Convention & Sports Facilities Department)

**BACKGROUND INFORMATION:**

The City of San Antonio utilizes annual contracts for procuring high volume repetitive purchases. Annual contracts are an efficient method of securing the best prices through volume purchasing and reducing large amounts of work related to the bid process. Utilization of annual contracts

allows the City to procure numerous different commodities in support of the normal daily operations.

Procured on the basis of sole source

A. Greenlight Credentials, LLC for Training Skills Management System for the Workforce Development Office, \$49,500.00 annually, beginning January 1, 2025, through December 31, 2025, with 1, 1-year renewal option – will provide continued access to and use of the Greenlight's Intelligent Job Board Matching Dashboard, to be utilized by the Workforce Development Office. Greenlight Credential, LLC (Greenlight) is an advanced technology platform that simplifies records management and helps students and organizations navigate a student's career-connected pathway. Greenlight will continue providing Ready to Work (RTW) program participants with the ability to create portfolios with uploaded documents to include resumes used to apply for jobs posted from more than 280 employers.

This item is being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements for continuation to utilize this specialized platform to avoid any lapse in service. Vendor acknowledges, with their signature, that all items offered are considered a Sole Source.

Change Order

B. ParkHub, Inc. for Change Order 3 Alamodome Parking Lot Point of Sale (POS) System, \$114,900.00 annually, beginning December 15, 2024, through December 14, 2025, with 1, 1-year renewal options – will provide Change Order 3 to City approved Ordinance 2017-12-14-0988 for a Parking Lot Point of Sale (POS) System for the Alamodome parking lot. This change order will extend the contract beginning December 15, 2024 and ending December 14, 2025, with 1, 1-year option to renew. This will include, but is not limited to, the following: hardware; cloud-based software; real-time sales monitoring and inventory tracking; reporting, maintenance, and training; and integration with SAP.

## **ISSUE:**

These contracts represent a portion of approximately 250 annual contracts that will be brought before City Council throughout the fiscal year. These products and services are used by city departments in their daily operations.

A. Greenlight Credentials, LLC for Training Skills Management System for the Workforce Development Office

This contract is an exception to the SBEDA and Local Preference Programs.

B. ParkHub, Inc. for Change Order 3 Alamodome Parking Lot Point of Sale (POS) System

Regarding all the contracts listed in this memo, the Veteran-Owned Small Business Preference

Program does not apply to good/supplies or non-professional services, so no preference was applied to these contracts.

**ALTERNATIVES:**

Should this contract and change order not be approved, City departments will be required to process individual procurements for these items and services on an as needed basis and increased costs due to non-contract buying could be realized adversely affecting timelines of delivery.

**FISCAL IMPACT:**

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the department's adopted budget approved by City Council. Purchases made by the departments are as needed and dependent upon available funds within their adopted budget.

**RECOMMENDATION:**

Staff recommends approval.

These contracts were procured on the basis of sole source and change order; therefore, a Contract Disclosure Form is not required.