



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 6

**Agenda Date:** August 8, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Aviation - Identification Management System Maintenance and Support

**SUMMARY:**

This ordinance authorizes an amendment for continued services with Alert Enterprise, Inc. to provide maintenance and support services to the existing Identification Management System (IMS) used by the Aviation Department's Security Division, Badge & ID Office and will extend the term of the contract through September 30, 2030, for a total cost of \$315,271.07. Funding for year 1 in the amount of \$51,280.85 is available from the FY 2024 Aviation operating budget. Funding for subsequent years is contingent upon City Council adoption of department budget.

**BACKGROUND INFORMATION:**

Alert Enterprise, Inc. provides a time tracking function for security badge audits and violations at the Aviation Department and assists with complying with City audits. This system is required in order to avoid a breach of personal data and integrity of the City of San Antonio as a government entity.

The City awarded an informal contract not to exceed \$50,000 on August 8, 2023 to Alert

Enterprise, Inc. to provide maintenance and support services to the existing Identification Management System (IMS) currently in use by the Aviation Department's Security Division, Badge & ID Office. The IMS provides regulatory compliance and a vetting system for the 5,800+ badge holders including tenants, concessionaires, City employees, and stakeholders. This contract will expire on August 8, 2024 and this amendment to the contract will allow City to continue for the Identity Management System for the San Antonio Airport System for an additional six (6) year period through September 30, 2030.

The contract with Alert Enterprise, Inc. was procured on the basis of a sole source exemption and in accordance to the provisions of Texas Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Alert Enterprise, Inc. is the sole certified provider for Identity Management System utilized by San Antonio Airport System.

#### **ISSUE:**

This ordinance will amend the contract for Alert Enterprise, Inc. to extend the contract term from August 8, 2024 through September 30, 2030, to provide regulatory compliance and a vetting system for over 5,800 badge holders including tenants, concessionaires, city employees, and stakeholders.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to goods and supplies or non-professional services contracts, so no preference was applied to this contract.

#### **ALTERNATIVES:**

Should this contract amendment not be approved, the Aviation Department's Badge and ID Division would be at risk of having no access to an Identity Management System (IMS) through the City network and would be a potential violation of the City standards and security policies and directives of the City. This amendment will continue to provide a secure solution access to an Identity Management System through the City's network.

#### **FISCAL IMPACT:**

This ordinance authorizes an amendment for continued services with Alert Enterprise, Inc. to provide maintenance and support services to the existing Identification Management System use by the Aviation Department's Security Division, Badge & ID Office, and will extend the term of the contract through September 30, 2030, for a total cost of \$315,271.07. Funding for year 1 in

the amount of \$51,280.85 is available from the FY 2024 Airport Operating and Maintenance Fund Budget. Funding for subsequent years is contingent upon City Council adoption of department budget.

**RECOMMENDATION:**

Staff recommends approval of this amendment.