



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 5

**Agenda Date:** December 5, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contract for SAFD Transportation Services Program

**SUMMARY:**

This ordinance authorizes a contract with WHC STX, LLC dba zTrip to provide non-emergency transportation services for the San Antonio Fire Department at an estimated cost of \$55,000 annually and an estimated total cost of \$275,000 over the contract term, beginning January 1, 2025, through December 31, 2027, with two additional, one-year renewals. Funding for this contract is available from the FY 2025 General Fund Adopted Budget. 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 WHC STX, LLC dba zTrip to provide non-emergency transportation services for the San Antonio Fire Department (SAFD). These services are required to provide the San Antonio community, in need of non-emergency medical care, with City-sponsored transportation services to appropriate medical facilities within Bexar County to include hospitals, clinics and laboratories. This would allow Emergency Medical Service units to return to service and attend to more emergent medical needs

and continue assisting the community of San Antonio in obtaining appropriate and timely medical care.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “SAFD Transportation Services Program” (RFCSP 24-136, 6100018250) on August 12, 2024, with a submission deadline of September 19, 2024. The RFCSP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential respondents. Three proposals were received, and two proposals were deemed non-responsive; one respondent failed to submit the required price schedule as set forth in the solicitation; the other respondent provided a substantially incomplete proposal. The remaining proposal was deemed responsive for evaluation.

The evaluation committee consisted of representatives from the San Antonio Fire Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm’s experience, background and qualifications; proposed plan; and price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on October 16, 2024, to discuss the sole respondent’s proposal that was received. After committee review and evaluation, WHC STX, LLC dba zTrip was recommended for award by the evaluation committee based on consensus scoring.

The initial term of the agreement will be for the period beginning January 1, 2025 through December 31, 2027, with two additional, one-year renewals at the City’s option which will also be authorized by this ordinance.

**ISSUE:**

This contract will provide non-emergency transportation services to the San Antonio community. These services are required to provide the San Antonio community in need of non-emergency medical care with City-sponsored transportation services to appropriate medical facilities. This would allow Emergency Medical Service units to return to service and attend to more emergent medical needs and continue assisting the community of San Antonio in obtaining appropriate and timely medical care.

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. WHC STX, LLC dba zTrip 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 San Antonio Fire Department may be required to transport patients in need of non-emergency services to appropriate medical facilities, thus deterring Emergency Medical Service units from addressing more emergent issues across the City.

**FISCAL IMPACT:**

This ordinance will approve a contract with WHC STX, LLC dba zTrip to provide the San Antonio Fire Department with non-emergency transportation services at an estimated cost of \$55,000 annually and an estimated total cost of \$275,000 over the contract term beginning January 1, 2025, through December 31, 2027, with two additional, one-year renewals. Funding for this contract is available from the FY 2025 General Fund Adopted Budget. 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 Proposals and a Contracts Disclosure Form is required.