



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 22

Agenda Date: November 7, 2024

In Control: City Council A Session

DEPARTMENT: Office of Risk Management

DEPARTMENT HEAD: Debra Ojo

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Safety Management System Certification Auditing Services

SUMMARY:

This ordinance authorizes a contract with ABS Quality Evaluations, Inc. to provide occupational health and safety management system (SMS) certification auditing services for the Office of Risk Management (ORM) for an estimated cost of \$48,804 for the first year and an estimated total cost of \$149,704 over the contract term (October 1, 2024 – September 30, 2029). Funding for this contract is available from the FY2025 Workers' Compensation Fund. Funding for subsequent years is contingent upon the City Council approval of the annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by ABS Quality Evaluations, Inc. to provide SMS certification auditing services for ORM. To further enhance the City's Safety Standards, ORM is implementing an Occupational Health and SMS utilizing the ISO 45001 international standard. The SMS is a formal method of measuring and evaluating safety performance through various system components and the use of Risk Management Information System data software. The outcomes of SMS will assist with achieving the City's initiative of

continuously reducing preventable accidents and injuries and providing consistent safety operations across City departments including Solid Waste Management, Public Works, Building and Equipment Services, ORM, Parks and Recreation and Development Services.

The City solicited proposals from vendors to provide third-party certification auditing services to evaluate and support the implementation and operation of the SMS. Auditing services included performing sampling process of the different locations among the involved departments to select employees to interview, collect documents and records to view as evidence and physical observation to ensure conformance to the established SMS requirements, along with developing and communicating the corresponding audit reports and issuing the certificate over the multi-site SMS as it is being implemented in the City.

The City issued a Request for Proposals (RFP) for Safety Management System Certification Auditing Services on April 17, 2024, with a submission deadline of May 31, 2024. The RFP 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. Two proposals were received, and both proposals were deemed responsive for evaluation.

The Evaluation Committee consisted of representatives from ORM, Parks and Recreation Department, and Solid Waste Management 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, 30 points allotted for experience, background and qualifications; 25 points allotted for proposed plan; 20 points allotted for respondent's price schedule; 5 points allotted for the Small Business Enterprise (SBE) Prime Contract Program; 5 points were allotted for the Emerging Minority Women Business Enterprise (EM/WBE); up to 10 preference points allotted for the Local Preference Program and 5 preference points allotted for the Veteran-Owned Small Business (VOSB) Preference Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss and score the two proposals on July 11, 2024. The top ranked firm was ABS Quality Evaluations, Inc. and is recommended for award.

The initial term of the agreement will be for the period upon award by City Council through September 30, 2027, with two additional, one-year renewals at the City's option will also be authorized by this ordinance.

ISSUE:

This contract, through the approval of the City Council, will allow the City's Safety Program to follow a world-class excellence standard by ensuring that the City's safety processes are standardized, establishing sure ways to reduce frequency, severity and costs of work-related accidents and injuries, and improving City employees' and community's safety culture.

The Local Preference Program applied to this contract; however, the recommended firm is not a local business.

The Veteran-Owned Small Business Preference Program applied to this contract; however, the recommended firm is not a veteran-owned small business.

ALTERNATIVES:

Should this contract not be approved, the City’s efforts in minimizing work-related exposures will be hindered.

FISCAL IMPACT:

This ordinance would authorize a contract with ABS Quality Evaluations, Inc. to provide SMS certification auditing services to the City of San Antonio’s ORM. The estimated cost for the first year is \$48,804 and a total estimated cost of \$149,704 over the contract term. Funding for this contract is available from the FY 2025 Workers’ Compensation Fund. Funding for subsequent years is contingent upon the City Council approval of the annual budget.

Fiscal Year:	Contract Amount:
Year 1	\$48,804
Year 2	\$17,796
Year 3	\$26,840
Year 4	\$30,716
Year 5	\$25,548

RECOMMENDATION:

Staff recommends approval of this ordinance.

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