



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: {{item.number}}

Agenda Date: April 17, 2025

In Control: City Council A Session

DEPARTMENT: Fire Department

DEPARTMENT HEAD: Valerie Frausto

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Athletic Trainer for the Fire Department Wellness Center

SUMMARY:

This ordinance authorizes a professional services agreement with Bethpage Consulting LLC to provide athletic training services for an estimated cost of \$210,704.00 for the first year and an estimated total cost of \$1,114,068.80 over the contract term. The initial term is June 24, 2025 through June 30, 2028, with two, one-year renewal options. Funding is available from the FY 2025 General Fund and funding for future years is contingent upon City Council approval of the annual budget.

This ordinance also authorizes the Chief of the Fire Department to execute renewals and amendments to the agreement, that do not involve an increase to the contract price due to changing Fire Department needs.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is a proposal submitted by Bethpage Consulting LLC for athletic trainer services. The San Antonio Fire Department (SAFD) began its

Sports Medicine Facility in November 2016 by contracting a Licensed Athletic Trainer to examine employees with injuries, conduct an initial evaluation and determine the most appropriate course of treatment in a clinical occupational health setting for department employees. A full-time City Athletic Trainer position was added to the SAFD, and later in June 2021 a second Athletic Trainer was contracted to conduct fitness assessments consistent with the Collective Bargaining Agreement.

The City issued a Request for Proposals (RFP) for “Athletic Trainers for the Fire Department Wellness Center” (RFP 25-015, RFx 6100018572) on December 9, 2024, with a submission deadline of January 17, 2025. The RFP was advertised in the Hart Beat, TVSA Channel, the City’s Bidding and Contracting Opportunities website, the San Antonio e-Procurement system and an email notification was released to a list of potential respondents. Four proposals were received, and all four proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the San Antonio Fire Department and the Human Resources 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; 35 points allotted for proposed plan; 20 points allotted for price; ten points allotted for the Local Preference Program and five points allotted for Veteran-Owned Small Business Preference Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss and score the four proposals on February 12, 2025. The top ranked firm was Bethpage Consulting LLC and is recommended for award.

The initial term of the agreement will be for period beginning June 24, 2025, through June 30, 2028, with two additional, one-year renewals at the City’s option, which will also be authorized by this ordinance.

ISSUE:

This contract will provide the San Antonio Fire Department with two Licensed Athletic Trainers to expedite recovery when an employee is injured off the job and reduce the number and severity of both on and off-duty injuries through education and assessments. Bethpage Consulting LLC will provide constant availability, thereby ensuring that Athletic Trainers will be available to SAFD personnel five days a week from 7:45 a.m. to 4:30 p.m. without interruption of services.

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

The Local Preference Program applied to this contract and the recommended firm is 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.

This vendor has acknowledged to comply with the Heat Illness Prevention Ordinance, approved on August 31, 2023, through Ordinance #2023-08-31-0585.

ALTERNATIVES:

Should this contract not be approved, a new RFP would have to be released. The time without services would mean that firefighters would not have access to the services highlighted in this RFP, as without them, personnel could be at risk of injury and missed work time.

FISCAL IMPACT:

This ordinance will approve a professional services agreement with Bethpage Consulting LLC to provide athletic training services for an estimated cost of \$210,704 the first year and an estimated total cost of \$1,114,068.80 over the contract term. The initial term is June 24, 2025 through June 30, 2028, with two, one-year renewal options. Funding is available from the FY 2025 General Fund and funding for future years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends the approval of this ordinance.

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