



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 6

**Agenda Date:** April 3, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Arts Collection Management System

**SUMMARY:**

This ordinance authorizes a contract with Whirl-i-Gig, Inc for an Arts Collection Management System for the Department of Arts & Culture for a first year cost of \$201,660 and total cost of \$252,252 over the contract term. The term of this contract will begin upon effective date of the ordinance awarding the contract and remain in effect for a one-year period after implementation/setup with four additional one-year renewal options. The first year cost of \$201,660 includes implementation/setup of the new system and software licenses. The renewal year costs include licenses and maintenance and support of the system for \$12,648 per year. Funding is available from Hotel Occupancy Tax Fund FY 2025 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 Whirl-i-Gig, Inc. to provide the Department of Arts & Culture with an Arts Collection Management System to manage the City of San Antonio's extensive and varied art collection. The collection consists of over 800 pieces of gallery-quality art and public installations displayed around the City with

additional works added every year.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “Arts Collection Management System” (RFCSP 24-102, 6100017948) on May 20, 2024, with a submission deadline of June 28, 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. Five proposals were received, and all five proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the Department of Arts and Culture and Information and Technology Services Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points: 40 points allotted for experience, background and qualifications; 40 points allotted for proposed plan; and 20 points allotted for respondent’s price schedule.

The evaluation committee met for an initial evaluation to discuss and score the five responsive proposals on August 2, 2024, and after initial scoring, the committee’s recommendation was to conduct interviews and system demonstration with the top three highest-ranked firms. The evaluation committee reconvened for interviews/system demonstrations and discussion on September 12 and 13, 2024. After interviews/demonstrations, the evaluation committee discussed and scored the shortlisted firms based on the aforementioned criteria. Individual scores were submitted, and aggregate scores were presented. After a recommendation for award was agreed upon by the evaluation committee, the price scores were revealed. Whirl-i-Gig, Inc., the highest-ranking firm, was recommended for award by the evaluation committee.

The initial term of this contract will begin upon effective date of the ordinance awarding the contract and remain in effect for a one-year period after implementation/setup with four additional one-year renewal options.

**ISSUE:**

This contract will provide the Department of Arts & Culture with an Arts Collection Management System (CMS) to manage the City of San Antonio’s extensive and varied art collection that consists of over 800 pieces of gallery-quality art and public installations displayed around the City with additional works added every year. A robust, comprehensive and centralized CMS will allow Arts & Culture to meet their goals of enhancing community access to art; preserving and promoting the authentic culture of San Antonio; and encouraging innovation and collaboration by practicing inclusiveness, transparency and responsiveness through art.

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 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 item not be approved, the Department of Arts & Culture would need to resolicit an RFCSP to manage the City's extensive and varied art collection, resulting in the need for staff to manage the collection in the interim reducing staff capacity for other duties.

**FISCAL IMPACT:**

This ordinance will approve a contract with Whirl-i-Gig, Inc for an Arts Collection Management System for the Department of Arts & Culture for a first year cost of \$201,660 and total cost of \$252,252 over the contract term. The term of this contract will begin upon effective date of the ordinance awarding the contract and remain in effect for a one-year period after implementation/setup with four additional one-year renewal options. The first year cost of \$201,660 includes implementation/setup of the new system and software licenses. The renewal year costs include licenses and maintenance and support of the system for \$12,648 per year. Funding is available from Hotel Occupancy Tax Fund FY 2025 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.