

Pre-Solicitation Briefing for Alarm Fee Collection and Permit Services







Audit and Accountability Committee

Date: June 13, 2023

Presented by: Richard Riley, Assistant Police Director, SAPD

Project and Solicitation

- The San Antonio Police Department (SAPD) provides administration of the City's Alarm Permit Program Services.
 - City Alarm Permit Program Services include, but are not limited to:
 - Issuance and renewal of alarm permits,
 - Collection of all related alarm fees (i.e. new permits, renewal permits, and false alarms), and
 - Decreasing expenditures associated with managing the Alarm Permit Program.
- Collection of Fees are in accordance with the City Code of Ordinance Chapter 25, Article IV, and Article V.
- All alarm system users are required to have a permit issued by the SAPD upon activation of the alarm system.
- The City collects the following fees yearly for alarm systems: Residential (\$40), Residential - Senior Citizen (\$30), Commercial Police (\$100), Commercial Fire (\$100), and Gated Communities (\$50).

 Solicitation Type	 Proposed Term	 Estimated Value	 Current Contract Status
<ul style="list-style-type: none">• Request for Proposal (RFP)	<ul style="list-style-type: none">• 3 years with 1, 3-year option	<ul style="list-style-type: none">• \$5 million in expenditure;• Anticipated revenue of \$30 million	<ul style="list-style-type: none">• Expires 10/31/2023

Solicitation Overview



Outreach

NIGP Codes Identified	NIGP code(s) and description 94633-Collection Services, Financial Debt 94631-Certified Public Account Services 91558-Mailing Services: Addressing, Collating, Packaging, Sorting, and Delivery
Number of Vendors to be Notified	Central Vendor Registry: 123 Veteran Owned Small Business (SBA/SCTRCA): 473 Targeted Vendor Outreach: 2
Advertising	TVSA Channel 21 COSA Bidding Opportunities website Hart Beat

Evaluation Voting Members

María Villagómez, Deputy City Manager, City Manager's Office
Richard Riley, Assistant Police Director, Police Department
Melanie S. Keeton, Assistant Director, Finance Department
Kevin Goodwin, Chief Technology Officer/Deputy Director, Information Technology Services Department
Janette Torres-Gloria, Administrative Services Officer, Police Department
Ted Manganello, Senior Information Technology Manager, Information Technology Services Department

Solicitation Requirements



Evaluation Criteria

Experience, Background, Qualifications: 30 points
Proposed Plan: 25 points
Pricing: 20 points
SBE Prime Contract Program: 5 points
M/WBE Prime Contract Program: 5 points
Local Preference Program: 10 points
Veteran Owned Small Business Preference Program: 5 points

Additional Requirements

Audited Financial Statements: Not Required
SBEDA Subcontracting Requirements: 5% M/WBE

SBEDA Goal Setting Overview



Goal Setting Committee Members

Richard Riley, Assistant Police Director, Police Department
Angelica Mata, Assistant Director, Finance Department
Nikki Ramos, Assistant Director, Parks and Recreation Department
Ana Bradshaw, Assistant Director, Economic Development Department
Julianna Lopez, GSC Citizen Member, Truist Bank

API Applied

- SBEDA Program Criteria = 10 points
- SBE Prime Contract Program = 5 points
 - M/WBE Prime Contract Program = 5 points
- SBEDA Subcontracting Requirements: 5% M/WBE Subcontracting
- Self-performance by Prime respondents will count toward subcontracting goals.
-

Availability Analysis

- APIs are supported by the following analysis on a contract-by-contract basis:
- Opportunities for S/M/WBEs within the scope of work
 - Percentage of S/M/WBEs available in the Central Vendor Registry
 - Utilization of S/M/WBEs on historic projects similar in nature

Project Timeline





Thank You

Date: June 13, 2023

Presented by: Richard Riley, Assistant Police Director, SAPD