



City of San Antonio

Agenda Memorandum

Agenda Item Number: 2

Agenda Date: November 1, 2021

In Control: Audit and Accountability Committee Meeting

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Procurement Overview and FY 2022 Annual High Profile Forecast

SUMMARY:

Staff presentation on an Overview of Procurement and the FY 2022 Annual High Profile Forecast

BACKGROUND INFORMATION:

The Finance Department will present an overview of procurement, solicitation types and processes and the Annual High Profile Forecast for Fiscal Year 2022. This report details discretionary contracting initiatives that are considered high profile and anticipated to be released between October 2021 and September 2022. Discretionary contracting initiatives are identified as “High Profile” if they meet at least one of the following conditions:

- Estimated value over \$1 million;
- High level of community interest or other exceptional interest; or
- Highly complex or technical in nature, or contract terms & conditions that are non-standard or complex.

Projects are identified as either consent, individual or select. Consent projects are projects classified as routine in nature with minimal policy impacts. For consent projects, a summary memorandum detailing pre- and post- solicitation information will be provided to the Audit & Accountability Committee. Those projects with more significant dollar values, policy issues and/or community interest will be listed as an individual item. Individual programs require both a pre- and post-solicitation briefing to the Committee. Select projects will be briefed at B-Session. Select projects are determined based on the following criteria:

- significant financial impacts (value over \$25 million);
- significant contract terms (over 10 years);
- significant policy/public safety implications;
- significant community/stakeholder impact or interest;
- and/or professional judgement.

Committee members may request projects identified on the Annual High Profile Report be reclassified upon further review as consent, individual or select items. After committee members have provided their input, this forecast will be presented to full City Council in Special Session.

FISCAL IMPACT:

For briefing purposes only.

ALTERNATIVES:

For briefing purposes only.

RECOMMENDATION:

For briefing purposes only.