



City of San Antonio

Agenda Memorandum

Agenda Item Number: 13

Agenda Date: November 1, 2021

In Control: Audit and Accountability Committee Meeting

DEPARTMENT: Information Technology Services Department

DEPARTMENT HEAD: Craig Hopkins

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Pre-Solicitation High Profile Briefing for Citywide Security Officer Services

SUMMARY:

The City is seeking an experienced and qualified Security Services Contractor to deliver armed and unarmed security officer services and support at various CoSA facilities. Respondent shall provide qualified and licensed security personnel who are responsible for ensuring the safety and protection of City employees, visitors, residents, and associated properties. Additional services might include, but not limited to, emergency response, access control, technology control station monitoring, mobile patrol, and other related security services. The estimated contract value is \$40 Million. The term of the contract will be for an initial period of 3 years with 2, 1-year renewal options.

BACKGROUND INFORMATION:

This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran

owned small business preference program applicability and SBEDA Program requirements.

On May 1, 2020, the Finance Department issued a Request for Competitive Sealed Proposal for Citywide Security Officer Services. On February 12, 2021, the solicitation was cancelled, and letters were sent to notify all respondents. The solicitation was cancelled to provide the City's Information Technology Services Department (ITSD) the opportunity to conduct a comprehensive assessment of the City's current and future security needs to provide a safe working environment for City employees and the public accessing City facilities.

In April 2021, ITSD conducted a comprehensive assessment focusing on a safe working environment for City employees and the public accessing City facilities. The assessment required that staff interview Council Members, ELT, Department Directors and Security Staff taking into consideration how the contract should impact people and staffing, specific facilities, and all technology and services; both City and contractor. In June 2021, ITSD took this information and recommended changes related to City policy, City employee practices, contractor practices, the utilization of security related technology and overall impact to City Council field offices, City Council chambers, City Hall, and City Tower and other covered facilities. Recommendations are being implemented in FY22 ITSD Operating Budget improvements, Capital Projects, changes to Administrative Directives, and within technology and staffing contractor scope of services.

Some of the key changes to the new solicitation include the reassessment and creation of position titles, clarification of tasks and the addition of training requirements for City staff and the contractor. Additionally, the number of estimated annual hours for commissioned and non-commissioned officers have been refined.

ISSUE:

For briefing purposes only

FISCAL IMPACT:

For briefing purposes only

ALTERNATIVES:

For briefing purposes only

RECOMMENDATION:

For briefing purposes only