



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 2

**Agenda Date:** October 18, 2023

**In Control:** City Council B Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

FY 2024 Annual High-Profile Report

**SUMMARY:**

Staff presentation on the FY 2024 Annual High-Profile Forecast Report

**BACKGROUND INFORMATION:**

The Finance Department will present the Annual High-Profile Forecast Report for Fiscal Year 2024 and a general overview of procurement solicitation types and preference programs. The Annual High-Profile Forecast Report details discretionary contracting initiatives that are considered high profile and anticipated to be released between October 2023 and September 2024. 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.

High Profile items valued over \$5 Million are presented as pre- and post- solicitation briefings to the Audit Committee. High profile items valued less than \$5 Million will be forwarded directly to full City Council consideration, unless the item has a high level of community interest, is highly complex or nonroutine in nature. If an item is less than \$5 Million and meets one of these additional criteria, then it will continue to be presented to the Audit Committee as a pre- and post- solicitation briefings before release of the solicitation and prior to Council action for contract award. High profile items that meet the criteria below will be presented at a B Session as pre- and post- solicitation briefings to include quarterly briefings for Aviation items.

- 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.

At this briefing, City Staff will be recommending the process or path as described above that a High Profile Contract follows and be seeking input from City Councilmembers.

**ISSUE:**

For briefing purposes only

**ALTERNATIVES:**

For briefing purposes only

**FISCAL IMPACT:**

For briefing purposes only

**RECOMMENDATION:**

For briefing purposes only