



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

---

**Agenda Item Number:** 6

**Agenda Date:** April 27, 2022

**In Control:** Audit and Accountability Committee Meeting

---

**DEPARTMENT:** Government Affairs

**DEPARTMENT HEAD:** Sally Basurto

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Pre-solicitation high profile briefing for Federal Consulting Services.

**SUMMARY:**

The Government Affairs (GA) Department will present a pre-solicitation briefing for the selection of firms to provide federal consulting services in Washington, D.C. and a local liaison. This briefing will allow an opportunity for Committee members to provide recommendations on the solicitation process.

**BACKGROUND INFORMATION:**

The pre-solicitation briefing will cover the estimated contract value, projected timeline, high profile designation, scope of work, terms of the contract, proposed scoring criteria, proposed evaluation committee members, project considerations, local preference program applicability, veteran-owned small business preference program applicability, and SBEDA Program requirements.

In collaboration with the Finance Department and the Small Business Office, GA will launch two congruent, but separate, RFP's in May 2022. One RFP will solicit for Washington D.C. based consultants and the other will solicit for a local consultant to serve as a liaison to our elected representatives in Washington.

The City retains consultants to represent its interests with the federal government and to support and strengthen the City's advocacy efforts with federal agencies, members of Congress and the Administration. The local liaison assists in the management of relationships and advocacy with the San Antonio congressional delegation in partnership with the Government Affairs department and Washington D.C. based representatives. The federal consultant team will be responsible for supporting the City Council approved federal legislative program through the development and implementation of strategies to advance the City's interests. Among other responsibilities assigned as needed, the federal consultant team will: Provide strategic and tactical advise to City staff; track and analyze legislation to determine its impact on the City of San Antonio; identify funding opportunities through existing or new federal grant programs; draft language for legislation, rulemaking, and communications with federal officials; organize meetings for City officials with federal government decision makers; develop briefing materials for city elected officials and city staff.

Through these RFPs, Government Affairs is seeking one or more firms to provide federal representation services in Washington D.C. and in San Antonio, Texas. The annual amount available for these services for the Washington D.C. based representatives is \$300,000.00, totaling a maximum of \$1,800,000.00 if all available renewal options are executed, contingent upon City Council budget approval. The annual amount available for a San Antonio based representative services is \$45,000.00, totaling a maximum of \$270,000.00 if all renewal options are executed.

**ISSUE:**

For briefing purposes only.

**FISCAL IMPACT:**

For briefing purposes only.

**ALTERNATIVES:**

For briefing purposes only.

**RECOMMENDATION:**

For briefing purposes only.