



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 4

Agenda Date: December 15, 2022

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Radio Frequency Identification (RFID) and Barcode Equipment Management System

SUMMARY:

This ordinance authorizes a contract with Apptricity Corporation to provide the City of San Antonio Police Department (SAPD) with software and installation of a Radio Frequency Identification (RFID) inventory and Barcode Equipment Management System at the San Antonio Police Department Training Academy Armory and Property Room for an estimated total cost of \$283,717.45 over a 5-year period. Funding for first year of the contract in the amount of \$129,680.41 is available from the Department of Justice Coronavirus Emergency Supplemental Funding Grant. Funding, in the amount of \$38,509.26 annually, for subsequent years of the contract is contingent upon City Council approval of the department's annual budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the proposal submitted by Apptricity Corporation to provide software and installation of a RFID inventory and barcode equipment management system for the SAPD Training Academy Armory. The Property Room will also have access with one RFID scanner. Apptricity Corporation will transfer all material and inventory data from SAPD's existing FileOnQ Inventory System to the RFID software system.

SAPD operates an armory at the SAPD Training Academy. The Armory is responsible for maintaining an inventory of weapons (including firearms, tasers, ammunition, and other equipment for SAPD), monitor stock levels, evaluate equipment usage, and track equipment serviceability. The Armory also manages the assignment of these items to SAPD personnel including Police Officers and Cadets.

The new RFID system will enhance inventory control and provide automated means of inventory tracking by utilizing RFID tags and barcodes and provide real time inventory reports using electromagnetic fields to automatically identify equipment by tags and readers.

The Finance Department, Purchasing Division issued a Request for Competitive Sealed Proposal (RFCSP) for “Annual Contract for Radio Frequency Identification (RFID) and Barcode Equipment Management System for San Antonio Police Department Academy” (RFCSP 22-024, 6100014846) on March 21, 2022, with a submission deadline of April 27, 2022. The RFCSP was advertised in the Hart Beat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System, and an email notification was released to respondents. Three proposals were received. One proposal was deemed non-responsive by the Finance Department due to respondent’s failure to submit the required proposal documentation. Two responses were deemed eligible for evaluation; Apptricity Corporation submitted a cloud-based solution and AB&R submitted an on-premises solution. The two proposals were evaluated separately because each proposal offered a different solution.

The evaluation committee consisted of representatives from the City the San Antonio Police Department and the Information Technology Services Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; 25 points allotted for respondent’s price schedule; 5 points allotted for the Small Business Enterprise Prime Contract Program; and 5 points for the Minority Women Business Enterprise Prime Contract Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on July 21, 2022, to review the two responses received. After reviewing the proposal responses, the committee elected to interview the two respondents. Interviews were conducted on August 17, 2022. The two proposals offering different solutions were evaluated separately and the recommended firm was Apptricity Corporation. The City issued a Best and Final Offer to this firm on August 26, 2022, with response due on August 29, 2022. Apptricity Corporation is recommended for contract award for a cloud-based solution based on the City’s standard RFCSP evaluation process.

The initial term of the agreement will be for the period upon award by City Council through April 30, 2025. The option of two additional one-year renewals will also be authorized by this ordinance.

ISSUE:

This contract will provide software and installation of a RFID inventory and barcode equipment management system at the SAPD Training Academy Armory. Contractor will provide the installation of the system and antennas. In addition, Apptricity Corporation will provide training, technical support 24/7-365 days per year, annual preventive maintenance, and scheduled repairs, and annual license subscription.

The Goal Setting Committee applied the Small Business Economic Development Advocacy (SBEDA) Program with five (5) SBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as SBE located within the San Antonio Metropolitan Statistical Area and five M/WBE Prime Contract Program evaluation preference points awarded to a vendor if they are certified as M/WBE located within the San Antonio Metropolitan Statistical Area. However, Apptricity Corporation was not eligible to receive any preference points.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the Police Department will continue utilizing the current FileOnQ Quartermaster software to monitor inventory items that have been assigned to Cadets and Officers. The current process requires manual entry of the serial numbers and item IDs to track the assignment of these items, equipment, and inventory stock levels. The SAPD Armory would not be able to enhance management of equipment and maintain inventory at optimal levels.

FISCAL IMPACT:

This ordinance authorizes a contract with Apptricity Corporation to provide the City of San Antonio Police Department (SAPD) with software and installation of a Radio Frequency Identification (RFID) inventory and Barcode Equipment Management System at the San Antonio Police Department Training Academy Armory and Property Room for an estimated total cost of \$283,717.45 over a 5-year period. Funding for first year of the contract in the amount of \$129,680.41 is available from the Department of Justice Coronavirus Emergency Supplemental Funding Grant. Funding, in the amount of \$38,509.26 annually, for subsequent years of the contract is contingent upon City Council approval of the department's annual budget.

RECOMMENDATION:

Staff recommends approval of an ordinance approving a contract with Apptricity Corporation to provide software and installation of a Radio Frequency Identification inventory and Barcode Equipment Management System for an estimated cost of \$129,680.41 for year one, and \$38,509.26 annually thereafter; for a total 5-year estimated cost of \$283,717.45 for the San Antonio Police

Department.

This contract was procured by means of a Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.