



# City of San Antonio

## Agenda Memorandum

### File Number:

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**Agenda Item Number:** 9

**Agenda Date:** February 16, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Purchase of Pearson Education Textbooks for San Antonio Police Department

**SUMMARY:**

This ordinance authorizes a contract with Pearson Education, Inc. for the purchase of Criminal Investigation Textbooks and E-Books for the San Antonio Police Department (SAPD) for a total cost of \$69,011.00. Funding for this contract is available from the FY 2023 General Fund.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is an offer submitted by Pearson Education Inc. (Publisher) to provide 400 Criminal Investigation Textbooks and 50 E-Books for SAPD. This contract will provide SAPD with study materials to assist police officers in preparation for the upcoming Detective's promotional exam. The delivery of the textbooks is time sensitive and required by one month prior to the Detective-Investigator's promotional exam to ensure officers that registered have the same time, opportunity, and resources for exam preparation and success.

The Pearson Education, Inc. textbooks were selected by a committee established pursuant to the

San Antonio Police Department's Collective Bargaining Agreement (CBA). Although there are other textbook distributors, Pearson Education Inc., is the only publisher that has the large volume of required textbooks available to ship by the time sensitive required date. The requested books will be printed by publisher, Pearson Education Inc. and delivered by March 30, 2023.

In accordance with the San Antonio Police Department's Collective Bargaining Agreement (CBA) distribution guidelines, the textbooks must be delivered one month prior to the exam in order to distribute to all officers registered for the exam.

The City issued a Request for Offer (RFO) for SAPD-Purchase of Pearson Education Textbooks (RFO 6100016558) on February 2, 2023, with a submission deadline of February 7, 2023. Pearson Education, Inc. responded to this RFO and is recommended for contract award based on the published bid specifications. These items are being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. The City issued a Request for Offer (RFO) for SAPD-Purchase of Pearson Education Textbooks (RFO 6100016558) on February 2, 2023, with a submission deadline of February 7, 2023. Pearson Education, Inc. responded to this RFO and is recommended for contract award based on the published bid specifications. These items are being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. Only Pearson Education Inc. can publish and deliver the required number of textbooks and E-books within the required timeline as required by the San Antonio Police Department's Collective Bargaining Agreement.

The initial term of the agreement shall be for the period upon award by City Council and shall terminate upon delivery of all goods ordered.

#### **ISSUE:**

This contract will provide the City of San Antonio Police Department with exam textbooks and E-books for use in preparation for upcoming promotion exams.

This contract is an exception to the SBEDA and Local Preference Programs.

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

#### **ALTERNATIVES:**

Should this contract not be approved, the City would not be able to procure the textbooks and E-books required for the upcoming Detective Investigators exam and be out of compliance with the Collective Bargaining Agreement guidelines to provide study materials thirty days prior to the exam. The lack of textbooks would cause a delay in promotions and impact response times to calls for SAPD emergencies due to staff shortage.

**FISCAL IMPACT:**

This Ordinance will approve a contract with Pearson Education, Inc. to provide Exam Textbooks and E-Books for the San Antonio Police Department for a total cost of \$69,011.00. Funding for this contract is available from the FY23 General Fund.

**RECOMMENDATION:**

Staff recommends approval of an ordinance for acceptance of a contract with Pearson Education, Inc. to provide exam textbooks and E-books for the San Antonio Police Department for a total cost of \$69,011.00.

This contract was procured by means of sole source exemption and a Contract Disclosure Form is not required.