



# City of San Antonio

## Agenda Memorandum

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

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**Agenda Item Number:** 7

**Agenda Date:** March 29, 2023

**In Control:** Audit and Accountability Committee

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Post-Solicitation High Profile Briefing item for Merchant Banking Services

**SUMMARY:**

The Finance Department solicited proposals from respondents to provide Merchant Banking Services. Merchant Banking Services include credit and debit card processing for the City, including supplying equipment and software necessary to provide acceptance, processing and support services for credit, debit, gift cards and smart/stored value cards.

**BACKGROUND INFORMATION:**

On December 6, 2021, a Request for Proposals (RFP) was released for Merchant Banking Services. The estimated contract value is \$7,575,000.00 for an initial contract term of 3 years with 1, 2-year renewal option.

On January 31, 2022, six proposals were received for Merchant Banking Services. One proposal was deemed non-responsive for failure to comply with state statutory requirements as specified in the RFP. The remaining five proposals were deemed responsive and moved forward for full proposal evaluation. The evaluation committee representatives were Ben Gorzell, Chief Financial Officer, City Manager's Office; Troy Elliott, Deputy Chief Financial Officer, Finance Department; Margaret U. Villegas, Assistant Director, Finance Department; Alejandro Tijerina, Financial Management Administrator, Finance Department; Kevin Goodwin, Deputy Director/Chief Technology Officer, Information Technology Services Department; and Phyllis Garcia, Treasurer, San Antonio Water System.

The evaluation committee met to discuss, score, and shortlist the proposals on May 17, 2022. Shortlisted respondents were interviewed on October 13, 2022 and February 3, 2023. Final scoring was conducted after all interviews were completed. The highest-ranked respondent was interviewed two times. The committee recommended awarding the contract to the highest-ranked respondent.

This item is scheduled for City Council consideration on April 6, 2023.

**ISSUE:**

For briefing purposes only

**FISCAL IMPACT:**

**For briefing purposes only**

**ALTERNATIVES:**

For briefing purposes only

**RECOMMENDATION:**

Staff recommends approval to proceed with scheduling one contract for City Council consideration to provide Merchant Banking Services for an estimated value of \$7,575,000.00 for a term of 3 years with 1, 2-year renewal option.