



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 11

**Agenda Date:** May 2, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

SizeUp License Agreement – Economic Development Department (EDD)

**SUMMARY:**

This ordinance authorizes a contract with SizeUp, Inc. to provide a SizeUp Subscription Software Licensing for three (3) years for the Economic Development Department for a total cost of \$70,500 over the contract term. Funding in the amount of \$25,500 is available from the General Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent on City Council approval of the budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is an offer submitted by SizeUp, Inc. to provide SizeUp Subscription Software Licensing for the Economic Development Department. This resource will provide supplemental support to Launch SA and Ecosystem Partners for greater coordination and data resources. This data will provide business intelligence and market research analysis including economic and industry data to entrepreneurs, start-ups and existing businesses seeking to understand the local market, competition, business performance and marketing for the City of San Antonio (City).

The City issued a Request for Offer (RFO) for “SizeUp License Agreement – Software as a Service Agreement for Economic Development Department (EDD)” (RFO 6100017787) on January 26, 2024, with a submission deadline of January 31, 2024. The RFO was released in the San Antonio e-Procurement System and an email notification was sent to the listed sole source provided. One (1) proposal was received. SizeUp, Inc. is recommended for contract award based on the City’s published specifications and requirements.

The contract with SizeUp, Inc. was procured on the basis of a sole source exemption. SizeUp, Inc. is the sole certified vendor of software data on-line available to small businesses throughout the City of San Antonio to access. These items are being purchased as sole source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Vendor acknowledges, with his/her signature, that all items offered are considered a sole source.

The term of the agreement will begin upon Council award and continue for a three (3) year period.

#### **ISSUE:**

This contract will provide the Economic Development Department with three (3) years of access to a 24/7 online portal for businesses, entrepreneurs, and partners in the small business ecosystem to access business and market intelligence data which will lead to an outcome of keeping existing businesses in operation, assisting in new businesses formation, and maintaining and growing businesses in the City.

This contract is exempt from competitive bidding and is excluded from the scope of the Small Business Economic Development Advocacy (SBEDA) program.

This contract is an exception to the Local Preference Program.

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

#### **ALTERNATIVES:**

Should this contract not be approved, San Antonio’s small businesses, entrepreneurs, and small business ecosystem partners will not have access to this business and market intelligence. Launch SA’s available services would also not be expanded and would limit Launch SA’s ability to effectively support small businesses and entrepreneurs.

#### **FISCAL IMPACT:**

This ordinance authorizes a contract with SizeUp, Inc. to provide a SizeUp Subscription Software Licensing for three (3) years for the Economic Development Department for a total cost of \$70,500

over the contract term. Funding in the amount of \$25,500 is available from the General Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent on City Council approval of the budget.

**RECOMMENDATION:**

Staff recommends approval of this ordinance.

This contract was procured based on a sole source exemption and a Contract Disclosure Form is not required.