

Post-Solicitation Briefing for Alarm Fee Collection and Permit Services



Audit Committee

Date: March 12, 2024

Presented by: Richard Riley, Assistant Police Director, SAPD

Project and Solicitation



- The San Antonio Police Department (SAPD) provides administration of the City's Alarm Permit Program Services.
 - City Alarm Permit Program Services include, but are not limited to:
 - Issuance and renewal of alarm permits,
 - Collection of all related alarm fees (i.e., new permits, renewal permits, and false alarms), and
 - Decreasing expenditures associated with managing the Alarm Permit Program.
- Collection of Fees are in accordance with the City of San Antonio Code of Ordinances Chapter 25, Article IV, and Article V.
- All alarm system users are required to have a permit issued by the SAPD upon activation of the alarm system.
- The City collects the following fees yearly for alarm systems: Residential (\$40), Residential - Senior Citizen (\$30), Commercial Police (\$100), Commercial Fire (\$100), and Gated Communities (\$50)

Solicitation Type

- Request for Proposals (RFP)

Proposed Term

- 3 years with 1, 3-year option

Estimated Value

- \$5 million in expenditure
- Anticipated revenue of \$30 million

Funding Source

- General Fund

Current Maintenance Contract Status

- Expires 4/30/2024

Initial Scoring



RFP for Alarm Fee Collection and Permit Services (24-017; 6100017555) Score Summary INITIAL EVALUATION January 12, 2024	Maximum Points	Vendor A	Vendor B
A - Experience, Background, Qualifications	35	33.00	24.50
B - Proposed Plan	30	26.50	20.33
A - B Sub-Total	65	59.50	44.83
C - Compensation	20	9.28	20.00
D - Local Preference Program	10	0.00	0.00
E - Veteran-Owned Small Business Preference Program	5	0.00	0.00
TOTAL SCORE	100	68.78	64.83
RANK BASED ON TOTAL SCORE		1	2

SBEDA Program – Waiver

Recommended Award



RFP for Alarm Fee Collection and Permit Services (24-017; 6100017555) Score Summary FINAL EVALUATION January 29, 2024	Maximum Points	Vendor A	Vendor B
A - Experience, Background, Qualifications	35	32.33	21.33
B - Proposed Plan	30	26.17	18.00
A - B Sub-Total	65	58.50	39.33
C - Price	20	9.28	20.00
D - Local Preference Program	10	0.00	0.00
E - Veteran-Owned Small Business Preference Program	5	0.00	0.00
TOTAL SCORE	100	67.78	59.33
RANK BASED ON TOTAL SCORE		1	2

SBEDA Program – Waiver

Due Diligence



Finance and Auditor Departments – Due Diligence Report

Number of vendors notified:

607

Number of vendors at pre-submittal conference:

1

Number of responses received:

2

Results of Minimum Requirements Review:

No Material Findings

Results of Due Diligence Review:

No Material Findings



Thank You

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