



# City of San Antonio

## Agenda Memorandum

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

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**Agenda Item Number:** 11

**Agenda Date:** March 12, 2024

**In Control:** Audit Committee

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**DEPARTMENT:** Police Department

**DEPARTMENT HEAD:** William McManus, Chief of Police

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Post-Solicitation High Profile Briefing for Alarm Fee Collection and Permit Program Services.

**SUMMARY:**

The San Antonio Police Department (SAPD) solicited proposals for a contractor to administer the Alarm Fee Collection and Permit Program. The services to be provided will include but are not limited to, administering the issuance and renewal of alarm permits, collection of all related alarm fees for new permits, renewal permits, and false alarms, and decreasing the number of resources necessary to manage the Alarm Fee Collection and Permit Program.

**BACKGROUND INFORMATION:**

On July 3, 2023, a Request for Proposals (RFP) was released for Alarm Fee Collection and Permit Program services. One response was received on August 17, 2023. However, the firm was deemed non-responsive for failure to meet the Small Business Economic Development Advocacy (SBEDA) subcontracting goal as required by the RFP. The RFP was subsequently canceled and

SAPD, in discussion with the Small Business Office, reviewed the scope of services and small business availability within the industry category. Determination was made to seek a SBEDA Waiver for the re-solicitation of the RFP. SBEDA Waiver was approved RFP was re-solicited.

On October 30, 2023, a Request for Proposals (RFP) was released for Alarm Fee Collection and Permit Program services. The estimated contract value is \$5,000,000 in expenditure with anticipated revenue of \$30,000,000 for 3 years with 1, 3-year option to renew.

On December 4, 2023, two (2) proposals were received. Both proposals were deemed responsive to move forward for evaluation. The evaluation committee representatives were Maria Villagomez, Deputy City Manager, City Manager's Office; Kevin Goodwin, Chief Technology Officer/Deputy Director, Information Technology Services Department; Melanie Keeton, Assistant Director, Finance Department; Richard Riley, Assistant Director, San Antonio Police Department; Ted Manganello, Senior Information Technology Manager, Information Technology Services Department; and Janette Torres-Santana, Administrative Services Officer, San Antonio Police Department.

The evaluation committee met for initial evaluation of proposals on January 12, 2024. After initial scoring, evaluation committee recommendation was to conduct interviews with both firms. The evaluation committee reconvened for interviews and to discuss, score the two proposals on January 29, 2024. The committee recommended awarding the contract to the highest-ranked respondent.

This item is scheduled for Council consideration in April 2024.

**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 citywide Alarm Fee Collection and Permit Program services in the estimated total value of \$5,000,000 in expenditure with anticipated revenue of \$30,000,000 for 3 years with 1, 3-year option to renew.

