

Audit and Accountability Committee



Pre-Solicitation Briefing for Federal Representation Services

Date: June 3, 2022

Presented by: Sally Basurto, Director, Government Affairs

Project & Solicitation Overview

Washington D.C. Representation

Support and implement the City's federal legislative program for advancement of the City's priorities with the federal government. Services will include, but are not limited to: continuously monitoring legislative and regulatory activities, developing strategies to advance City interests, identifying grant opportunities, developing relationships and scheduling meetings with elected officials and government agency representatives and coordinating with City staff and officials.



Solicitation Type

- Request for Proposal



Estimated Value

- \$300,000/annually; \$1.8 million total



Proposed Term

- 2 years with 2, 2-year renewal options



Current Contract Status

- Expires December 31, 2022

Solicitation Requirements

Washington D.C. Representation

Evaluation Criteria

Experience, Background, Qualifications: 45 points

Proposed Plan: 40 points

Pricing: 10 points

Veteran Owned Small Business Preference Program: 5
points

Additional Requirements

Local Preference Program: Not Applicable

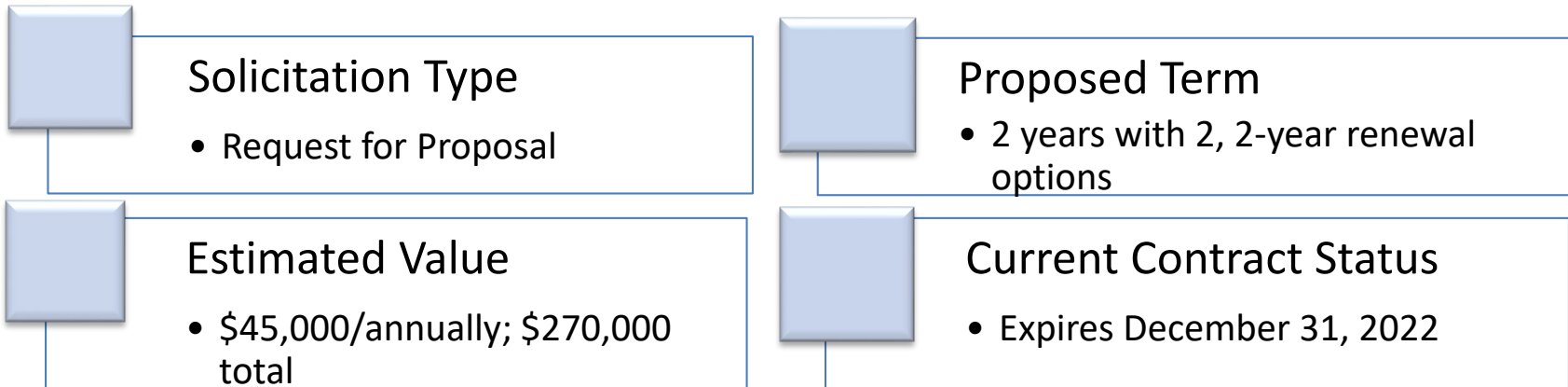
Audited Financial Statements: Not Required

SBEDA Program: Waived

Project & Solicitation Overview

Local Liaison Representation

Support, assist in developing, and implement the City's federal legislative program for advancement of the City's priorities with the federal government. Use extensive knowledge of the San Antonio community in coordination with Washington based representatives. Liaison will support federal affairs staff and act as an intermediary between San Antonio, Washington D.C. representatives and elected officials to advance the City's federal program and represent the City's Washington D.C. representative team locally to City Council and local partners.



Solicitation Requirements

Local Liaison Representation

Evaluation Criteria

Experience, Background, Qualifications: 35 points
Proposed Plan: 30 points
Pricing: 10 points
SBEDA Program: 10 points
Local Preference Program: 10 points
Veteran-Owned Small Business Preference Program: 5 points

Additional Requirements

Audited Financial Statements: Not Required
SBEDA Subcontracting Requirements: 11% MWBE

SBEDA Goal Setting Overview

Goal Setting Committee Members

Shuchi Nagpal, EDD Manager, Economic Development Department
Nikki Ramos, Assistant Director, Parks Department
Angelica Mata, Interim Assistant Director, Finance Department
Sally Basurto, Director, Government Affairs Department

API Applied

SBEDA Program Criteria = 10 points

- ESBE Prime Contract Program = 5 points
- M/WBE Prime Contract Program = 5 points

SBEDA Subcontracting Requirements: 11% M/WBE Subcontracting

- Self-performance by Prime respondents will count toward subcontracting goals.
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Availability Analysis

APIs are supported by the following analysis on a contract-by-contract basis:

- Opportunities for S/M/WBEs within the scope of work
- Percentage of S/M/WBEs available in the Central Vendor Registry
- Utilization of S/M/WBEs on historic projects similar in nature

Solicitation Overview

Outreach		Evaluation Voting Members	
NIGP Codes Identified	961-51: Lobby Services	Jeff Coyle, Assistant City Manager, CMO	
		Sally Basurto, Director, Gov. Affairs Dept.	
		Jesus Saenz, Director, Aviation Dept.	
Number of Vendors to be Notified	Central Vendor Registry: 35 Veteran-Owned Small Businesses (SBA/SCTRCA): 0 D.C. Targeted Vendor Outreach: 45	Tomika Monterville, Director, Transportation Department	
		Eduardo Carrasco, Sr. SPM, Gov. Affairs Dept.	
Advertising	TVSA Channel 21 COSA Bidding Opportunities website Express News The Hill/Politico	Debra Guerrero, Sr. VP of Strategic Partnerships & Gov. Relations, NRP Group	
		Matthew Polanco, Director of Government Relations, Visit SA	

Project Timeline

Pre-Solicitation	Solicitation	Post – Solicitation	Finalization
<p>Local Liaison – Goal Setting Committee:</p> <ul style="list-style-type: none">▪ April 12, 2022 <p>Pre Solicitation Briefing:</p> <ul style="list-style-type: none">▪ June 3, 2022 <p>Release Date:</p> <ul style="list-style-type: none">▪ June 9, 2022	<p>Pre-Submittal Conference:</p> <ul style="list-style-type: none">▪ June 21, 2022 <p>Deadline for Questions:</p> <ul style="list-style-type: none">▪ June 24, 2022 <p>Due Date:</p> <ul style="list-style-type: none">▪ July 25, 2022	<p>Evaluation Complete:</p> <ul style="list-style-type: none">▪ August 2022 <p>Contract Negotiated:</p> <ul style="list-style-type: none">▪ August/September 2022 <p>Post Solicitation Briefing:</p> <ul style="list-style-type: none">▪ September 28, 2022	<p>City Council Consideration:</p> <ul style="list-style-type: none">▪ October 2022 <p>Contract Start Date:</p> <ul style="list-style-type: none">▪ January 1, 2023