



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 19

Agenda Date: January 13, 2022

In Control: City Council A Session

DEPARTMENT: Aviation Department

DEPARTMENT HEAD: Jesus H. Saenz Jr.

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

On-Call Organizational Strategy Consulting Services for the Aviation Department

SUMMARY:

This ordinance approves a contract with PMG Advisory, LLP, a division of Paslay Management Group, L.P., to provide on-call organizational strategy consulting services for the Aviation Department in an amount not to exceed \$150,000.00. The initial term is for three years with the option to extend for a two-year period. The initial cost of \$30,000.00 is available from FY 2022 Airport Operating and Maintenance Fund Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

The Aviation Department is in the process of developing operating plans (division and unit plans, resource commitments, operational measures and targets), executing strategy and measuring results (performance analysis, benchmarking, implement change, and continuous improvement), and communicating strategy (strategic objectives, strategy map, performance measures, change management, and risk management). As a result of these planning efforts, the Aviation Department has ongoing needs for specialized strategy support services. The major tasks associated with this work may include but are not limited to:

- Reviewing and providing input of various strategy approaches and major deliverables
- Participating and planning of change management and engaging people
- Creating sponsorship and engaged leadership
- Assisting in the development of performance measures and roll-out of the scorecard system
- Tracking projects, developing and applying criteria to evaluate the effectiveness of implementation and provide suggestions for improvement

The City issued a Request For Proposal on March 29, 2021 with a submission deadline of April 28, 2021. The City received eight proposals and all responses were deemed eligible for evaluation. The evaluation committee consisted of representatives from the Aviation Department and Bexar County who reviewed the proposal based on the published criteria of experience, background and qualifications, proposed plan, price, local preference program, and veteran-owned small business program. The scoring process was conducted virtually. Following the initial scoring meeting, two firms were selected for interviews on July 22 and scored on the same published evaluation criteria. Paslay Management Group, L.P. was the highest ranked firm. Paslay Management Group, L.P. has created an internal division, PMG Advisory, LLC, which will perform the work under this contract.

The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. A waiver for the Small Business Economic Development Advocacy Program was issued for this contract as there are no commercially-useful subcontracting opportunities existing within the contract. The Local Preference Program was applied in the evaluation of the responses received for this contract; however, Paslay Management Group, L.P. did not receive any points. The Veteran-Owned Small Business Preference Program was applied in the evaluation of responses received for this contract; however, Paslay Management Group, L.P. is not veteran-owned small businesses.

ISSUE:

This ordinance approves a contract with Paslay Management Group, L.P. (PMG Advisory, LLC), to provide on-call organizational strategy consulting services for the Aviation Department in an amount not to exceed \$150,000.00. The initial term is for three years with the option to extend for a two-year period. The initial cost of \$30,000.00 is available from FY 2022 Airport Operating and Maintenance Fund Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

ALTERNATIVES:

City Council could elect not to authorize this agreement with Paslay Management Group, L.P. to provide on-call organizational strategy consulting services for the Aviation Department. This decision would result in the Department not having access to specialized knowledge to assist in strategic initiatives.

FISCAL IMPACT:

Funding in the amount of \$30,000.00 is budgeted and available in the FY 2022 Airport Maintenance and Operating Fund. Funding for subsequent years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends the approval of a professional services agreement with Paslay Management Group, L.P. for the Aviation Department.