



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 10

**Agenda Date:** June 3, 2022

**In Control:** Audit and Accountability Committee Meeting

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**DEPARTMENT:** Government Affairs

**DEPARTMENT HEAD:** Sally Basurto

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Pre-solicitation high profile briefing for Federal Representation Services.

**SUMMARY:**

The Government Affairs (GA) Department will present a pre-solicitation briefing for the selection of representatives to provide federal representation services in Washington, D.C. and a local liaison. This briefing will allow an opportunity for input from Committee members.

**BACKGROUND INFORMATION:**

The pre-solicitation briefing will cover the estimated contract value, projected timeline, high profile designation, scope of work, terms of the contract, proposed scoring criteria, proposed evaluation committee members, project considerations, local preference program applicability, veteran-owned small business preference program applicability, and SBEDA Program requirements.

In collaboration with the Finance Department and the Small Business Office, Government Affairs will launch two congruent, but separate, RFPs in June 2022. One RFP will solicit for Washington D.C. based representatives and the other will solicit for a local liaison federal representative.

The City of San Antonio is seeking professional services contract(s) to provide federal representation services in Washington, D.C. and a federal representation services local liaison in San Antonio. The City retains consultants to represent its interests with the federal government and to support and strengthen the City's advocacy efforts with federal agencies, members of Congress and the Administration. The local liaison coordinates with Washington D.C. based representatives and acts as an intermediary between San Antonio, federal representatives and elected officials. The federal representation team will be responsible for supporting and implementing the City's federal legislative program through the development of strategies to advance the City's interests; continuously monitoring of legislative and regulatory activities; maintaining relationships and communication with elected officials and government agency representatives; and coordinating with City staff and local representatives.

Through these RFPs, Government Affairs is seeking one or more firms to provide federal representation services in Washington D.C. and in San Antonio, Texas. The annual amount available for these services for the Washington D.C. based representatives is \$300,000.00, totaling a maximum of \$1,800,000.00 if all available renewal options are executed. The annual amount available for a San Antonio based representative services is \$45,000.00, totaling a maximum of \$270,000.00 if all renewal options are executed.

**ISSUE:**

For briefing purposes only.

**FISCAL IMPACT:**

For briefing purposes only.

**ALTERNATIVES:**

For briefing purposes only.

**RECOMMENDATION:**

For briefing purposes only.