



City of San Antonio

Agenda Memorandum

File Number:
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Agenda Item Number: 12

Agenda Date: December 6, 2022

In Control: Audit and Accountability Committee Meeting

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Post-Solicitation High Profile Briefing item for Depository Banking and Lockbox Services

SUMMARY:

The Finance Department solicited proposals from respondents to provide Depository Banking and Lockbox Services. Depository Banking services include collecting and disbursing the City's funds, providing timely and reader friendly reports, implementing security measures to protect and assist the City with its fiduciary responsibilities. Lockbox services include collecting, processing, and depositing the City's receivables directly through a post office box.

BACKGROUND INFORMATION:

On December 6, 2021, a Request for Proposal was released for Depository Banking and Lockbox Services. The estimated contract value is \$1,525,000.00 for an initial contract term of 3 years with 1, 2-year renewal option.

On January 31, 2022, four proposals were received for Depository Banking services and two proposals were received for Lockbox services. One proposal for Depository Banking and one proposal for Lockbox Services were deemed non-responsive for failure to comply with Senate Bill 19. The remaining three proposals for Depository Banking and the remaining proposal for Lockbox Services were deemed responsive moved forward for full proposal evaluation. The evaluation committee representatives were Ben Gorzell, Chief Financial Officer, City Manager's Office; Troy Elliott, Deputy Chief Financial Officer, Finance Department; Margaret U. Villegas, Assistant Finance Director, Finance Department; Alejandro Tijerina, Financial Management Administrator, Finance Department; Kevin Goodwin, Chief Technology Officer/Deputy Director, Information Technology Services Department; and Phyllis Garcia, Treasurer, San Antonio Water System.

The evaluation committee met to interview, discuss, and score all three responsive proposals for Depository Banking Services and the sole responsive proposal for Lockbox Services on October 11, 2022. The committee recommended awarding the contract to the highest-ranked respondent for Depository Banking Services and awarding the contract to the sole responsive proposal for Lockbox Services.

This item is scheduled for Council consideration on December 15, 2022.

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 Depository Banking and Lockbox Services for an estimated value of \$1,525,000.00 for a term of 3 years with 1, 2-year renewal option.