

CITY OF SAN ANTONIO

Finance Department



**REQUEST FOR INFORMATION
("RFI")**

for

**BENCHMARK ANALYSIS
RFI 14-029, 6100004452**

**Date Issued: Monday, April 21, 2014
Proposals Due: Monday, May 12, 2014 at 10:00 a.m.**

Purpose

The purpose of this Request for Information (RFI) is to enable the City of San Antonio, Finance Department, (“City”) to obtain information from potential Respondents regarding the development and implementation of a competitive price assurance Benchmark Analysis of the City’s competitive solicited contracts for various goods, supplies, commodities and non-professional services.

Overview

The City of San Antonio Finance Department is requesting information from prospective companies to perform a benchmark analysis of the City’s various annual contract pricing for goods and non-professional services. This analysis will also encompass a review of solicitation terms and conditions, term of contracts and identification of any potential barriers to competition. City’s contracting practices and solicitation documents shall be compared to other government entities to develop any potential recommendations for changes to City processes.

To evaluate the effectiveness of its contracting efforts, the City is seeking to gather information from firms that have experience conducting a benchmark analysis within specific commodities and industry categories as determined by commonly purchased items in municipal government. The City hopes to gain better understanding of areas of success and areas where the City can focus on refining scopes of work, contract requirements, and maximizing vendor participation to leverage more competitive contract pricing.

Objective

The primary objective will be to identify the following:

- Specific commodity items and/or categories of commonality with other local, regional and/or national comparable government entities such as, municipalities, counties, school districts, etc.;
- Retail pricing for said items and/or categories with same quantity/delivery requirements;
- Comparison of City contract pricing to the above with identifiable variances;
- A review of City’s procurement practices with focus on increasing competition and achieving best value for purchase of goods and supplies.

Benchmark Studies and Resulting Data

Benchmark studies have been conducted across entire political jurisdictions (i.e., City, County, State) but appear to be specific to transit or telecommunications. While some entities have conducted studies of pricing from State to local governments within the State, the City is unaware of such studies among similar size municipal governments. Although informative, the reports of this type are not specific to municipal governments.

In response to the need to understand variances in competitively bid/contract pricing at a more local and actionable level, the City seeks information from firm’s to benchmark City pricing to such jurisdictions.

REQUESTED INFORMATION:

Respondents shall provide the following information with their submission response to this RFI:

The City is requesting information on conducting a benchmark analysis of the City’s annual contract pricing. At a minimum, the Respondent is asked to provide information on the development, implementation, and examination of a benchmark analysis study that meets the City’s Finance Department criteria as described within this document. Submissions detailing a process performed for other governmental entities are acceptable.

Benchmark Analysis Study Procedures

Describe details pertaining to all steps taken in preparation to conducting a benchmark analysis study:

- a. How to determine specific commodity items and/or categories of commonality with other like-size government entities;
- b. Researching retail pricing for said items and/or categories with same quantity/delivery requirements;
- c. Comparison of City contract pricing to the above with identifiable variances and areas for improved competition;
- d. Describe how information will be tracked and recorded;
- e. Define estimated time to complete each task and overall timeline for project completion.

Benchmark Analysis Implementation Procedures

Detail the steps of the benchmark analysis study:

- a. Evaluation of performance to other governmental entities;
- b. Review of City records;
- c. Investigate municipalities and local agencies which are in whole or in part supported by public funds;
- d. Review of City compliance with State laws and local ordinances.
- e. Review of City bidding and contracting documents and practices

Post-Benchmark Analysis Study

- a. Describe details pertaining to all steps taken to analyze data collected during the benchmark analysis study;
- b. Deliverables
Detail work and results to be submitted to the Department. At a minimum, the following must be submitted:
 1. Financial audits;
 2. Economy and efficiency reviews;
 3. Program evaluations.
- c. Provide Respondent's cost estimates to conduct the benchmark analysis study and identify any other associated costs for deliverables that Respondent foresees;
- d. Describe any other services that the Respondent suggests related to this request and associated costs.

RESPONSE SUBMISSION:

The deadline for submitting the RFI Response is **10:00 a.m., Central Time, Monday, May 12, 2014**. Please submit four (4) copies of your response in a sealed envelope marked, "RFI 14-029 – Benchmark Analysis Study." Responses should be submitted in person or by mail to:

Mailing Address:

City of San Antonio, Finance Department – Purchasing Division
ATTN: RFI 14-029 – Benchmark Analysis
Laura Sambrano, Procurement Specialist III
Riverview Towers
111 Soledad, Suite 1100
San Antonio, Texas 78205

This RFI is posted on the City of San Antonio web page: <http://www.sanantonio.gov/RFPListings/>

Any submissions after 10:00 am, Monday, May 12, 2014 will not be accepted.

Questions about this RFI may be submitted via email to: Laura Sambrano, Procurement Specialist III at laura.sambrano@sanantonio.gov by Wednesday, April 30, 2014 at 10:00 a.m.

General Terms and Conditions of the Request for Information (RFI)

1. This is **ONLY a REQUEST FOR INFORMATION (RFI)** and should not be construed as intent, commitment, or promise to enter an agreement with a Respondent.
2. The City of San Antonio will not be obligated to any Respondent as a result of this RFI. The City is not obligated for any cost incurred by vendors in the preparation of the Request for Information. The City will not pay for any information herein requested nor is liable for any costs incurred by the vendor. For economy of presentation, special bindings, colored displays, promotional materials and the like are not required but if they are presented, the City will not be responsible for this cost.
3. This RFI is being submitted strictly for the purpose of gaining knowledge of the services available on the market that address the purpose of the RFI.
4. The City will review all information and recommendations received to assess our needs and define our requirements.
5. Confidential or Proprietary Information. All Request for Information responses become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.
6. The City welcomes vendors to submit any pertinent information that the City should consider, including topics that the City has not included in our RFI.
7. At a later time, the City may release its requirements, based on in whole or in part to the responses received for this RFI, and pursue a contract through the normal fair competitive bidding process.

A. Respondent Information: Provide the following information regarding the Respondent.

Respondent Name: _____
(NOTE: Give exact legal name.)
Principal Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No. _____ Fax No: _____
Website address: _____

B. Contact Information: List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone No. _____ Fax No: _____
Email: _____