



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 4

**Agenda Date:** August 15, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

San Antonio International Airport Visitor Pass Program

**SUMMARY:**

This ordinance authorizes a contract with Aptaero, Inc., to provide a software solution and implementation services for an online Visitor Management Program for the San Antonio International Airport for an estimated total cost of \$250,000.00 of which \$15,500.00 is for one time implementation and \$46,900 for annual licensing and support. Funding in the amount of \$62,400 for this contract is available from the Airport Operating & Maintenance Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by Aptaero, Inc. to provide a software solution and implementation services for an online Visitor Management Program for the San Antonio International Airport. This online program would allow the non-flying public, contractors, subcontractors and employees an opportunity to access the airport's sterile area by having them visit the San Antonio International Airport's website and request a gate

pass.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “San Antonio International Airport Visitor Pass Program” (RFCSP 24-044, 6100017623) on March 29, 2024, with a submission deadline of April 30, 2024. The RFCSP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential respondents. One proposal was received and deemed responsive for evaluation.

The evaluation committee consisted of representatives from the Aviation Department and the Information Technology Services Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm’s experience, background and qualifications; proposed plan and price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on June 18, 2024, to discuss the sole respondent’s proposal that was received. After committee review and evaluation, Aptaero, Inc. was recommended for award by the evaluation committee based on consensus scoring.

The initial term of the agreement will be for the period upon award by City Council. After implementation/set up and the City’s final acceptance of the system, licensing and support for this contract shall begin and continue in full force and effect on a year-to-year basis for a three-year period. Two additional, one-year renewals at the City’s option will also be authorized by this ordinance.

**ISSUE:**

This contract will provide the San Antonio International Airport with an online program to allow the non-flying public, contractors, subcontractors, and employees an opportunity to access the airport's sterile area by having them visit the San Antonio International Airport's website to request a gate pass. This solution will process the request through the Transportation Security Administration (TSA) E-Secure vetting platform. Upon approval, the requestor receives an electronic boarding pass granting access to the sterile area. This will eliminate the requirement for the customer to wait in line with a designated airline or Airport Security to request access passes. The Contractor will provide implementation and training services to ensure successful deployment and adoption by San Antonio International Airport staff and stakeholders.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with ten (10) evaluation preference points, and the Minority/ Women-Owned Business Enterprise (MWBE) Prime Contract Program with ten (10) evaluation preference points. Aptaero, Inc. was not eligible to receive any points.

The Local Preference Program and the Veteran-Owned Small Business Preference Program do not

apply to non-professional service contracts, so neither preference was applied to this contract.

**ALTERNATIVES:**

Should this contract not be approved, the Aviation Department will be forced to perpetuate a cumbersome process, where non-flying public, contractors, subcontractors, and employees must wait in line alongside passengers at Airport Security to obtain access passes. This will lead to persistent delays at security checkpoints, which will only exacerbate once Terminal C is operational, ultimately compromising the airport's ability to efficiently serve its passengers.

**FISCAL IMPACT:**

This ordinance approves a contract with Aptaero, Inc., to provide a software solution and implementation services for an online Visitor Management Program for the San Antonio International Airport for an estimated total cost of \$250,000.00 of which \$15,500.00 is for one time implementation and \$46,900 for annual licensing and support. Funding in the amount of \$62,400 for this contract is available from the Airport Operating & Maintenance Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends approval of this ordinance.

This contract was procured by means of a Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.