

**THIS IS A PROPOSED DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED ORDINANCE OR RESOLUTION ADOPTED BY THE CITY COUNCIL.**

**AN ORDINANCE**

**AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES CONTRACT WITH MIGHTY STUDIO GROUP, LLC FOR WEBSITE MAINTENANCE, HOSTING, AND MARKETING SERVICES FOR THE HEAD START PROGRAM FOR A ONE YEAR PERIOD COMMENCING NOVEMBER 1, 2014, WITH THREE ONE-YEAR RENEWAL OPTIONS, FOR A TOTAL AMOUNT NOT TO EXCEED \$100,000.00.**

\* \* \* \* \*

**WHEREAS**, the City of San Antonio Head Start Program is an early childhood education program funded by the U.S. Department of Health and Human Services, serving 3,020 children and their families in 27 Head Start locations in the San Antonio and Edgewood Independent School Districts; and

**WHEREAS**, the program provides education and family support services to children between the ages of three and five, and their families, that are below 100% of the federal poverty level; and

**WHEREAS**, federal Head Start guidelines require that the program maintain ongoing, accessible communication with the general public and enrolled families; and

**WHEREAS**, the City issued a Request for Qualifications for Marketing and Website Hosting Services on July 9, 2014, received three (3) responses, and selected Mighty Studio Group, LLC on August 22, 2014; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The City Manager or her designee, or the Director of the Department of Human Services (DHS) or her designee, is authorized to execute a professional services contract with Mighty Studio Group, LLC for website maintenance, hosting, and marketing services for the Head Start Program for a one year period commencing November 1, 2014, with three one-year renewal options including modifications to the scope of work, for a total amount not to exceed \$100,000.00. The City Manager or her designee, or the Director of DHS or her designee, is further authorized to execute the three one-year renewal contracts without the necessity of seeking further approval by City Council. A copy of the contract in substantially final form is attached hereto and incorporated herein for all purposes as **Attachment I.**

**SECTION 2.** The sum of \$100,000.00 is hereby appropriated in Fund 2602238015 entitled “Head Start 2014”, Internal Order 138000001231, and GL 5201040, which are hereby designated for use in the accounting for the fiscal transaction in authorization of this contract. Payment is authorized to Mighty Studio Group, LLC upon issuance of a Purchase Order.

**SECTION 3.** The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance, may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 4.** This ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_.

**M A Y O R**  
Ivy R. Taylor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Leticia M. Vacek, City Clerk

\_\_\_\_\_  
Robert F. Greenblum, City Attorney